

# **BOARD FOR CERTIFICATION OF INTERPRETERS**



## **INTERPRETERS MANUAL**



**Missouri Commission for the Deaf and Hard of Hearing  
1103 Rear Southwest Boulevard  
Jefferson City, MO 65109**

(573) 526-5205 (V/TTY)  
(573) 526-5209 (FAX)

MCDHH@mcdhh.mo.gov  
[www.mcdhh.mo.gov](http://www.mcdhh.mo.gov)

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## **1. INTRODUCTION**

The purpose of this brief manual is to provide an easy-to-read, yet relatively comprehensive, description of the major components of the Missouri Interpreters Certification System (MICS). While this manual is written primarily for interpreters, it should be useful to anyone who wishes to learn more about the MICS. After reviewing this manual a person should have a good understanding of the history, requirements and procedures of the MICS, as well as how the system may affect them personally. In addition, an interpreter who is preparing to become certified in the MICS and reads this manual carefully should be better prepared to do well in the certification testing process.

There are no deep, dark, hidden secrets regarding the certification of interpreters in Missouri. Basically applicants for certification are asked to demonstrate their interpreting and transliterating skills by signing and voicing for actors on a test medium (DVD) in several different situations. The applicant's performance is recorded on DVD and then later reviewed by a team of evaluators (sometimes called "raters"). The varied assessments of the members of the evaluation team are then combined, and that composite score provides a summary judgment of the evaluators regarding the performance ability of the applicant.

Having said that, it is unfortunately the case that some applicants for certification still come to the office of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) harboring many fears of what to them is an unknown and threatening testing process. Hopefully this manual will put to rest some of those fears.

Two of the goals of MCDHH are to continue to expand the pool of working interpreters in the state of Missouri and to increase the average performance level of interpreters in that pool. We can only do that if people have a reasonable understanding of how the certification process works and how they can best prepare for taking the certification tests. This manual aims to provide that basic information.

## **2. MISSOURI COMMISSION FOR THE DEAF AND HARD OF HEARING (MCDHH)**

### **A. History**

The "Missouri Commission for the Deaf" (MCD) was established within the Department of Elementary and Secondary Education by the Missouri legislature in 1988 with the passage of House Bill 1385, but the first meeting of MCD was not until September 1989. The MCD office opened in July 1990, and was housed at the Missouri School for the Deaf until late 1994, at which time the office was moved to Jefferson City. The name was changed to the "Missouri Commission for the Deaf and Hard of Hearing" (MCDHH) in 2002 with the passage of House Bill 1783, and "MCDHH" will be used throughout the remainder of this manual.

### **B. Mission**

MCDHH functions as an agency of the state whose mission is to advocate for public policies, regulations and programs to improve the quality and coordination of existing services for individuals who are deaf and hard of hearing, and to promote new services whenever necessary. To these ends, MCDHH works with individuals, service providers, businesses, organizations and state agencies to improve the lives and opportunities of all Missourians with hearing loss.

### **C. Composition**

MCDHH is comprised of nine (9) members who are knowledgeable about issues related to hearing loss, and who have demonstrated a commitment to the full participation of deaf and hard of hearing people in all aspects of community life. Each member is appointed by the Governor for a term of three (3) years. "Of the members appointed, two shall be deaf or hard of hearing, one shall be a parent of a deaf or hard of hearing child, one shall be a representative of an organization representing the interests of the deaf or hard of hearing, one shall be a representative of the Missouri School for the Deaf or the Department of Elementary and Secondary Education, one shall be an interpreter for the deaf, one shall be a representative of the business community, one shall be a representative of local public school administration and one shall be a professional from one of

the following fields: audiology, psychology, speech pathology, mental health or medicine” [161.400, RSMo]. (Note: “RSMo” refers to the Revised Statutes of the State of Missouri.)

#### **D. Relevant Role In The Certification Process**

When MCDHH was created, it was given several statutory mandates, two of which specifically concerned interpreting. In particular, MCDHH was charged to:

1. Develop a system of state certification for those individuals serving as interpreters of the deaf by:
  - a. Conducting evaluations; and
  - b. Developing a fee scale for different classes of interpreters. [161.405(2), RSMo]
2. Maintain the quality of interpreting services by:
  - a. Conducting interpreter training workshops to update knowledge and skills; and
  - b. Working closely with the institutions of higher education which provide, or plan to provide, instructional programs for learning sign language. [161.405(3), RSMo]

Immediately after the Governor appointed the initial members of MCDHH, it became clear that there were no procedures in place for evaluating interpreters in the state of Missouri. In November 1989, a task force was established that was composed of three (3) Commissioners. Its duties were to do a survey, study evaluation and certification systems used in other states, and recommend what Missouri needed.

Early in 1990, the task force recommended the adoption of the Mid-America Quality Assurance Screening Test and delegated the work of implementing the system in Missouri to the Executive Director of MCDHH. The Executive Director felt that more people were needed to help establish a statewide certification program. This led to the establishment of the Interpreting Service Study Team in September 1990, which was composed of five (5) interpreters, five (5) deaf individuals, and a chairperson. The Study Team’s duties were to set up an interpreter certification system in Missouri and to develop procedures to uphold the quality of interpreting in the state. The Study Team found that the state had several needs related to interpreting, including the need to expand the pool of interpreters to meet the demand, the need to retain quality interpreters within the state of Missouri, the need to set up an interpreter certification system as soon as possible using the Kansas Quality Assurance Screening Test (QAST), the need to establish more interpreter training programs, and the need for MCDHH to help handle interpreter referral work.

Six (6) public hearings concerning interpreting services were held in five (5) cities across Missouri during January and February 1991. Approximately 550 people attended. In March 1991, after the public hearings were finished, the Interpreting Service Study Team disbanded and recommended the establishment of the Certification System Subcommittee. The Subcommittee that was formed was composed of twenty (20) members – eleven (11) interpreters, four (4) representatives from education, three (3) deaf individuals, one (1) member of the Office of Administration, and one (1) representative from the Division of Professional Registration (DPR). The Subcommittee’s duties were to establish two different certification systems in Missouri -- one for educational settings, and one for non-educational situations.

In May 1992, the Writing Committee was established. It developed a proposal that was approved by MCDHH in August 1992, and was thereafter distributed to interpreters and members of the deaf community. The proposal assisted MCDHH and the Division of Professional Registration in drafting legislation concerning certification that was introduced in both the House and the Senate during the 1994 legislative session. House Bill 1044 was passed, which eliminated the need for a separate certification system for educational settings, and Senate Bill 568 was passed, which created the Missouri Interpreters Certification and Licensure System. With the passage of Senate Bill 568, Missouri became the first state in the country to require both certification and licensure of interpreters.

#### **E. Contact Information**

Missouri Commission for the Deaf and Hard of Hearing  
1103 Rear Southwest Boulevard  
Jefferson City, MO 65109

(573) 526-5205 (V/TTY)  
(573) 526-5209 (FAX)  
MCDHH@mcdhh.mo.gov  
www.mcdhh.mo.gov

### **3. MISSOURI INTERPRETERS CERTIFICATION AND Licensure SYSTEM OVERVIEW**

The Missouri Interpreters Certification and Licensure System was established by the Missouri legislature in 1994 with the passage of Senate Bill 568. That statute [209.285 - 209.339, RSMo] established two separate governing boards. The Board for Certification of Interpreters (BCI) was established within the Missouri Commission for the Deaf and Hard of Hearing (MCDHH), and the Missouri State Committee of Interpreters (SCI) was established within the Division of Professional Registration (DPR). The statute required anyone who engages in the practice of interpreting in the state of Missouri to be both certified by the BCI and licensed by the SCI.

### **4. BOARD FOR CERTIFICATION OF INTERPRETERS (BCI)**

#### **A. History**

The Board for Certification of Interpreters (BCI) was established within the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) in 1994 with the passage of Senate Bill 568 [209.287, RSMo]. The first meeting of the BCI was held in August of 1995. Its initial administrative rules became effective on January 30, 1997, and it actually began certifying interpreters in December of 1997.

#### **B. Mission**

The mission of the BCI, as stated in the 1997 edition of the Missouri Code of State Regulations (CSR), is to protect the citizens of the state of Missouri through the certification of interpreters, as well as to increase the pool of interpreters, maintain the quality of interpreting services, and establish clear standards of professionalism for interpreters.

#### **C. Composition**

According to 209.287, RSMo, the BCI shall be comprised of five (5) members appointed by the Governor with the advice and consent of the Senate. Two (2) members shall be deaf, two (2) members shall be certified interpreters, and one (1) member shall be either deaf or a certified interpreter. The Executive Director of MCDHH, or the Director's designee, shall be a nonvoting member of the BCI. The members shall be fluent in American Sign Language, Pidgin Signed English, oral, tactile sign, or any specialized vocabulary used by deaf persons. The members shall have a background in and knowledge of interpreting and evaluation.

#### **D. Relevant Role In The Certification Process**

The statute that created the BCI gave it many powers and duties concerning the certification of interpreters. In particular, 209.292, RSMo specified that the BCI, with the approval of MCDHH, shall:

1. Prescribe qualifications for each of the several levels of certification based on proficiency and shall evaluate and certify interpreters using such qualifications;
2. Issue the certificates, bearing the signature of the Executive Director, necessary to qualify for a license to interpret;
3. Develop a fee scale for interpreting services, pursuant to section 161.405, RSMo;
4. Maintain the quality of interpreting services, pursuant to section 161.405, RSMo, by;
  - a. Generating ideas for conducting interpreter training workshops to update knowledge and skills; and
  - b. Suggesting institutions of higher education to provide interpreter training programs;
5. Develop specific guidelines for the use of interpreters according to their level of certification and submit the guidelines to the Division of Professional Registration (DPR) with copies to be distributed as feasible to state departments, agencies, commissions, courts, interpreters, and to the public;

6. Develop Ethical Rules of Conduct to be recommended for adoption by the DPR;
7. Develop fees for application, administration of an evaluation, conversion and certificate renewal, to cover the cost of the Missouri Interpreters Certification System (MICS) and administration thereof;
8. Compile a statewide registry of interpreters by skill level and include recommendations relating to the appropriate selection and utilization of interpreters for the deaf. The registry shall be made available to and recommended for adoption by state commissions, departments, and agencies;
9. Develop a conversion system and policy for accepting other certification systems into the certification offered by MCDHH;
10. Develop acceptable professional development activities to maintain certification;
11. Investigate and implement the most appropriate testing model for interpreter certification;
12. When necessary, develop an evaluation team to assist in evaluating interpreters;
13. Provide a mechanism for filing grievances against the certification process or one of its members using the guidelines established in chapter 621, RSMo.

#### **E. Contact Information**

Board for Certification of Interpreters  
1103 Rear Southwest Boulevard  
Jefferson City, MO 65109

(573) 526-5205 (V/TTY)  
(573) 526-5209 (FAX)  
BCI@mcdhh.mo.gov  
www.mcdhh.mo.gov

### **5. MISSOURI STATE COMMITTEE OF INTERPRETERS (SCI)**

#### **A. History**

The Missouri State Committee of Interpreters (SCI) was established within the Division of Professional Registration (DPR) of the Department of Economic Development in 1994 with the passage of Senate Bill 568 [209.319, RSMo]. The first meeting of the SCI was held on December 1, 1997. Its initial administrative rules became effective on July 30, 1999, and it actually began licensing interpreters on August 28, 1999. It was administratively moved to the new Department of Insurance, Financial Institutions and Professional Registration in 2006.

#### **B. Mission**

The purpose of the SCI is to regulate the practice of interpreting in order to protect the health, safety and welfare of the inhabitants of this state; to protect the inhabitants of this state from the dangerous, dishonest, incompetent, or unlawful practice of interpreting, and to implement and sustain a system for the regulation of licensees [20 CSR 2232-1.010].

#### **C. Composition**

The SCI shall be comprised of seven (7) members, including two (2) public members. At least one (1) of the public members shall be deaf. SCI members shall be appointed by the Governor with the advice and consent of the Senate. Each member of the SCI shall be a citizen of the United States and a resident of Missouri, and, except for the public members, shall be licensed as an interpreter in Missouri. At the time of appointment the public members shall be United States citizens, Missouri residents for a period of at least one (1) year, registered voters, persons who do not have and never have had a material financial interest in providing interpreting services, and persons who do not have and never have had a financial interest in an activity or organization directly related to interpreting. The membership of the SCI shall reflect the differences among interpreters in levels of certification, work experience and education. Not more than two interpreter educators shall be members of the SCI at the same time [209.319, RSMo].

#### **D. Relevant Role In The Certification Process**

The SCI is responsible for promulgating rules governing the licensure of interpreters in Missouri, issuing and renewing licenses, investigating complaints against interpreters, and penalizing licenses of interpreters when appropriate. Administrative rules regarding licensure cover application procedures, qualifications, required fees, ethical rules of conduct, and the procedures for investigating and resolving complaints and violations.

**E. Contact Information**

The State Committee of Interpreters  
3605 Missouri Boulevard, Box 1335  
Jefferson City, MO 65102-1335

(573) 526-7787 (V)  
(573) 526-3489 (FAX)  
interpreters@pr.mo.gov  
www.pr.mo.gov/interpreters.asp

**6. COORDINATOR OF THE MICS****A. Responsibilities**

The Coordinator of the Missouri Interpreters Certification System (MICS) shall be hired by the Executive Director of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH). The MICS Coordinator shall be responsible for implementing the policies and decisions of the Board for Certification of Interpreters (BCI), maintaining the BCI's records, and responding to all requests for access to the BCI's public records [5 CSR 100-200.010(5)].

**B. Contact Information**

MICS Coordinator  
Missouri Commission for the Deaf and Hard of Hearing  
1103 Rear Southwest Boulevard  
Jefferson City, MO 65109

(573) 526-5205 (V/TTY)  
(573) 526-5209 (FAX)  
MCDHH@mcdhh.mo.gov  
www.mcdhh.mo.gov

**7. IMPORTANT CONCEPTS IN THE MICS****A. Interpreting (General Definition)**

As defined in 209.285(15), RSMO, interpreting is "the translating of English spoken or written concepts to any necessary specialized vocabulary used by a deaf person or the translating of a deaf person's specialized vocabulary to English spoken or written concepts; provided that a telecommunications operator providing deaf relay service or a person providing operator services for the deaf shall not be considered to be interpreting. Necessary specialized vocabularies include, but are not limited to, American sign language, Pidgin Signed English, oral, tactile sign, and language deficient skills."

**B. Application**

The first necessary step to becoming certified in the Missouri Interpreters Certification System (MICS) is for an interpreter to obtain, complete and submit an Interpreter Registry Form. The Interpreter Registry Form can be obtained either from the MICS Coordinator or by downloading it from the MCDHH website. Additional information regarding application for certification in the MICS may be found in 5 CSR 100-200.050 in Appendix E.

**C. Written Test**

The second necessary step to becoming certified in the MICS is for an interpreter to schedule, take and pass the MICS written test. The written test must be scheduled with the MICS Coordinator.

1. The written test in the MICS assesses the applicant's knowledge of a variety of interpreting issues, and may include questions pertaining to general interpreting procedures and situations, the Ethical Rules of Conduct for interpreters [20 CSR 2232-3.010], the laws and administrative rules governing the MICS, and issues related to deafness.
2. An applicant must answer at least 85% of the questions correctly in order to pass the written test.
3. An applicant must pass the written test in order to proceed to the MICS performance test.
4. If an applicant fails the written test, the applicant must wait a minimum of three (3) months before taking the test again.

Additional information regarding the MICS written test may be found in section 9 of this manual, as well as in 5 CSR 100-200.060 in Appendix E.

#### **D. Performance Test**

The third necessary step to becoming certified in the MICS is for an interpreter to schedule, take and pass the MICS performance test. The performance test must be scheduled with the MICS Coordinator.

1. The performance test has two (2) components, namely, interpreting and transliterating.
2. Applicants are tested on their expressive (signing), receptive (voicing), and interactive (both signing and voicing) skills.
3. Performance tests are evaluated by a team of trained evaluators.

Additional information regarding the MICS performance test may be found in section 10 of this manual, as well as in 5 CSR 100-200.070 in Appendix E.

#### **E. Interpreting (MICS Performance Test)**

“Interpreting,” as that term is used with reference to the performance test in the MICS, is the act of translating from spoken English to American Sign Language (voice-to-sign) and translating from American Sign Language to spoken English (sign-to-voice). When interpreting, the source language and the target language are two different languages, each with its own syntax, rules of grammar and morphology.

#### **F. Transliterating (MICS Performance Test)**

“Transliterating,” as that term is used with reference to the MICS performance test, is the act of changing spoken English into some system of signed English (voice-to-sign) and changing some system of signed English back to spoken English (sign-to-voice). Systems of signed English are referred to by a variety of names, and include, but are not limited to, Pidgin Signed English (PSE), Conceptually Accurate Signed English (CASE), Signing Exact English (SEE), and Manually Coded English (MCE). When transliterating, the source language and the target language are both the same (English), but the mode of expression of the language is changed (speaking to signing or signing to speaking).

#### **G. One-Number System**

The MICS is a one-number certification system. This means that the final score on the performance test will be one number, and that number will reflect the evaluators’ assessment of the interpreter’s maximum performance ability in both interpreting and transliterating.

#### **H. Levels**

The MICS is a multiple-level system. Unlike some certification systems in which the applicant simply either “Passes” or “Fails” the performance test, passing the MICS performance test results in the applicant being awarded one (1) of five (5) different levels of certification, those being Novice (least skilled), Apprentice, Intermediate, Advanced, or Comprehensive (most skilled). Additional information regarding levels in the MICS may be found in section 13 of this manual.

#### **I. Performance Test DVDs**

The MICS uses test DVDs at two (2) different levels of difficulty in the certification process. The DVDs at the first level are referred to as “1-3” DVDs, and the DVDs at the second level are referred to as “4-5” DVDs. The “1-3” test DVDs are used to assess performance at the Novice, Apprentice, or Intermediate level, and to determine if a person is eligible for a Restricted Certification in Education (RCED). The “4-5” test DVDs are used to assess performance at the Advanced or Comprehensive level. Additional information regarding the MICS test DVDs may be found in section 12 of this manual.



#### **J. Restricted Certification In Education (RCED)**

Interpreters who want to provide interpreting services only in classrooms in elementary and/or secondary school settings may do so if they are certified at the Comprehensive, Advanced or Intermediate level, or if they hold a Restricted Certification in Education (RCED). An RCED will allow the holder to interpret only in the classrooms of elementary and/or secondary schools, and it will include a communication mode endorsement that will indicate in which sign language or English sign system the interpreter earned the RCED, namely, ASL, PSE, or SEE/MCE. There are three different RCED certifications available to interpreters. Additional information regarding the RCED may be found in section 14 of this manual, as well as in 5 CSR 100-200.040 in Appendix E.

#### **K. RCED (General)**

An RCED (General) certification will allow an interpreter to interpret in the classroom at any grade level from kindergarten through grade twelve (12). The RCED (General) will be awarded to a person if they achieve a score of 85% to 100% on an MICS “1-3” test DVD in either interpreting (ASL) or transliterating (using either PSE or SEE/MCE). Additional information regarding the RCED (General) may be found in section 14 of this manual.

#### **L. RCED (K-6)**

The RCED (K-6) is only good for interpreting in the classroom from kindergarten through grade six (6). An interpreter can only obtain an RCED (K-6) by conversion from the Educational Interpreter Performance Assessment (Elementary) with a score of 3.5 or higher. Additional information regarding the RCED (K-6) may be found in sections 14 and 15 of this manual.

#### **M. RCED (7-12)**

The RCED (7-12) is only good for interpreting in the classroom in grades seven (7) through twelve (12). An interpreter can only obtain an RCED (7-12) by conversion from the Educational Interpreter Performance Assessment (Secondary) with a score of 3.5 or higher. Additional information regarding the RCED (7-12) may be found in sections 14 and 15 of this manual.

#### **N. Educational Interpreter Performance Assessment (EIPA)**

An interpreter who wishes to provide interpreting services only in classrooms in elementary or secondary educational settings may choose to become certified by taking the Educational Interpreter Performance Assessment (EIPA), and then converting their EIPA score to the equivalent MICS certification. The EIPA uses real students and teachers in classroom settings on their test, and the applicant gets to choose the grade level for which they are testing (Elementary or Secondary), as well as the communication mode that they wish to use (ASL, PSE or SEE/MCE). Additional information regarding the EIPA may be found in section 15 of this manual.

#### **O. EIPA (Elementary)**

The EIPA (Elementary) score can be converted to the RCED (K-6) certification in the MICS. The RCED (K-6) is only good for interpreting in the classroom in kindergarten through grade six (6), and can only be obtained by conversion from a person’s EIPA (Elementary) score (the EIPA score must be 3.5 or higher). Additional information regarding the EIPA (Elementary) may be found in section 15 of this manual.

#### **P. EIPA (Secondary)**

The EIPA (Secondary) score can be converted to the RCED (7-12) certification in the MICS. The RCED (7-12) is only good for interpreting in the classroom in grades seven (7) through twelve (12), and can only be obtained by conversion from a person’s EIPA (Secondary) score (the EIPA score must be 3.5 or higher). Additional information regarding the EIPA (Secondary) may be found in section 15 of this manual.

#### **Q. Intern/Practicum Certification**

A student who is registered in an approved Interpreter Training Program (ITP), and is required to interpret in order to fulfill the curriculum requirements for an internship/practicum course, may be granted an Intern/Practicum Certification. Verification of registration in the internship/practicum course by the director of the ITP is required. Additional information regarding the Intern/Practicum Certification may be found in section 16 of this manual, as well as in 5 CSR 100-200.085 in Appendix E.

#### **R. Provisional Certificate in Education (PCED)**

The Provisional Certificate in Education (PCED) is available for individuals who wish to interpret only in classrooms in preschool, elementary and/or secondary school settings. This term-limited certificate is renewable only if the individual demonstrates improvement in their skills through performance testing in the MICS. Additional information regarding the PCED may be found in section 17 of this manual, as well as in 5 CSR 100-200.045 in Appendix E.

#### **S. Conversion**

Interpreters who have been certified by a certifying entity other than the MICS, such as the Registry of Interpreters for the Deaf (RID) or the National Association of the Deaf (NAD), may apply for conversion of their certification into an MICS certification. Additional information regarding MICS conversions may be found in section 18 of this manual, as well as in 5 CSR 100-200.100 in Appendix E.

#### **T. Skill Level Standards**

The MICS Skill Level Standards rule was developed in order to protect the health, welfare and safety of consumers of interpreting services. It contains a nonexhaustive list of various settings in which interpreters often practice. The settings are grouped into eight (8) general categories, namely, Legal, Government, Medical, Employment, Mental Health, Financial, Education and Entertainment. For each setting the certification level or levels that are appropriate for interpreters practicing in that setting are given. According to 20 CSR 2232-3.010(3), interpreting in a setting beyond one's certification level is normally a violation of the Ethical Rules of Conduct of the State Committee of Interpreters (SCI), and a complaint may normally be filed with the SCI against any interpreter for interpreting in a setting beyond his or her certification level. Additional information regarding the MICS Skill Level Standards rule may be found in section 22 of this manual, as well as in 5 CSR 100-200.170 in Appendix E.

#### **U. Fees**

The costs of administering the MICS are funded entirely by fees that must be paid when an interpreter requests any of the various services offered in the system. For example, interpreters must pay a fee to have their application for certification processed, a separate fee to take the written test, and a separate fee to take the performance test. The MICS receives no General Revenue funds from the Missouri legislature. All MICS fees must be paid by either a cashier's check or a money order made payable to "MCDHH/BCI Fund." **No personal checks or cash will be accepted in payment of any MICS fees.** Additional information regarding MICS fees may be found in 5 CSR 100-200.150 in Appendix E.

#### **V. Certification Maintenance**

MICS Interpreters are required to obtain one and two-tenths (1.2) Continuing Education Units (CEUs) annually in order to keep their MICS certification current, and if they fail to keep their certification current they will not be able to renew their license. This is equivalent to twelve (12) hours of professional development activities. All continuing education activities must be pre-approved by the BCI, and CEU documentation must be submitted to the MICS Coordinator annually. Additional information regarding certification maintenance in the MICS may be found in sections 19 and 20 of this manual, as well as in 5 CSR 100-200.130 in Appendix E.

#### **W. Reinstatement**

An interpreter whose certification has been suspended, or which has not been renewed because of noncompliance with the certification maintenance requirements detailed in 5 CSR 100-200.130, may apply for

reinstatement of his/her certification. Additional information regarding reinstatement may be found in section 23 of this manual, as well as in 5 CSR 100-200.210 in Appendix E.

## **X. Revocation**

The Board for Certification of Interpreters (BCI) may revoke an interpreter's certification in the Missouri Interpreters Certification System (MICS) if that interpreter engages in any of the actions specified in 209.317(1), RSMo, which can be found in Appendix D. Additional information regarding revocation may be found in section 24 of this manual, as well as in 5 CSR 100-200.220 in Appendix E.

## **8. BASIC STEPS IN THE MICS**

### **A. Information Packet**

1. If you are thinking of becoming certified in the Missouri Interpreters Certification System (MICS), you should first contact the MICS Coordinator and request an MICS information packet.
2. After receiving and reviewing the packet, you should again contact the MICS Coordinator if you have any questions regarding the MICS.

### **B. MICS Written Test**

1. When you are ready to take the MICS written test, you should contact the MICS Coordinator in order to schedule a date and location for the written test.
2. You should next complete the Interpreter Registry Form and Application for Written Test, and then submit them to the MICS Coordinator along with the required payment. Payment must be in the form of either a cashier's check or a money order made payable to "MCDHH/BCI Fund." **No personal checks or cash will be accepted.**
3. Once the completed Registry Form, application and payment are received by the MICS Coordinator, the written test can be administered.
4. After passing the MICS written test with a score of 85% correct or higher, the MICS performance test can be scheduled.
5. At this point, it is recommended that you contact the State Committee of Interpreters (SCI) to obtain a licensure packet.

### **C. MICS Written Test (Retest)**

1. If you fail the MICS written test (get a score of less than 85% correct), then you will have to wait a minimum of three (3) months before you can take the written test again.
2. You can contact the MICS Coordinator at any time to schedule a retake of the MICS written test. You do not need to wait until your three months are up before scheduling the retest.

### **D. MICS Performance Test**

1. Whenever you have passed the MICS written test, you should contact the MICS Coordinator to schedule the MICS performance test.
2. You must submit the required performance test fee and the Application for Performance Test/Reevaluation to the MICS Coordinator at least thirty (30) days prior to taking the performance test. Payment must be in the form of either a cashier's check or a money order made payable to "MCDHH/BCI Fund." **No personal checks or cash will be accepted.**
3. You should arrive at the office of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) at your scheduled time to take the MICS performance test.
4. You will be given a period of thirty (30) minutes to practice and warm up. The performance test itself is about an hour long. Thus the total time required for the testing appointment is about two (2) hours, and that includes the time needed for the paperwork, the warm-up, and the performance test.
5. After your MICS performance test has been evaluated, notification of your testing results will be mailed to you. When your results are mailed you will be notified via telephone. **No test results will be given out over the telephone, by e-mail, or by fax.**

6. If you have not already done so, after you receive your performance test results you should contact the SCI to obtain a licensure packet.

#### **E. MICS Performance Retest**

1. If you fail the MICS performance test (get a score of less than 50% on a “1-3” test DVD), then you will have to wait a minimum of six (6) months before you can take the performance test again.
2. You can contact the MICS Coordinator at any time to schedule a retake of the MICS performance test. You do not need to wait until your six (6) months are up before scheduling the retest.

#### **F. CEU Maintenance**

1. Interpreters are required to obtain one and two-tenths (1.2) Continuing Education Units (CEUs) each year in order to maintain their certification. This is the equivalent of twelve (12) hours of continuing education activities.
2. The required CEUs must be earned between November 2 of one year and November 1 of the following year.
3. You must submit proof of your CEUs to the MICS Coordinator by December 2 of each year, or your certification will not be renewed and it will become invalid.
4. Failure to obtain your required CEUs will result in denial of your application for license renewal.

### **9. ABOUT THE MICS WRITTEN TEST**

#### **A. General Information**

1. The written test in the Missouri Interpreters Certification System (MICS) currently assesses the applicant’s knowledge of many things related to interpreting, and may include questions pertaining to issues faced in general interpreting procedures and situations, the Ethical Rules of Conduct for interpreters outlined in 20 CSR 2232-3.010, the laws and administrative rules governing the practice of interpreting in Missouri, and issues related to deafness.
2. The MICS written test can be taken in various locations in Missouri. The currently approved remote proctor sites are listed in Appendix A.
3. The written test must be scheduled with the MICS Coordinator prior to taking the test.
4. An application, along with the appropriate testing fee, must be submitted to the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) before the written test will be administered.
5. The written test currently consists of fifty (50) multiple-choice questions.
6. A score of 85% correct or higher is required to pass the written test.
7. If an applicant does not pass the MICS written test with a score of 85% correct or higher, the applicant must wait at least three (3) months before they can take the test again.
8. Once the MICS written test has been passed, the completed test and score will remain on file at the MCDHH office. The written test results will never expire.
9. After an interpreter has successfully passed the written test, the interpreter can then schedule a date to take the MICS performance test.

#### **B. Sample Question**

During a committee meeting the person on the committee who is deaf falls asleep. You are interpreting for this person. What should you do?

1. Gently tap the person on their shoulder to wake him/her up.
2. Stop interpreting, sit down, and wait for the person to wake up. After the person wakes up give them an expression of disapproval.
3. Continue interpreting.\*
4. Ask the committee chair if you should continue interpreting or not.

\* Correct Answer

### **C. How Do I Study For The MICS Written Test?**

It would be beneficial to review this *Interpreters Manual* before taking the MICS written test. In addition, there are several books that have been recommended by the Board for Certification of Interpreters (BCI) that you may want to review before taking the MICS written test. Those books include:

1. Frischberg, Nancy. *Interpreting: An Introduction*. Silver Spring, MD: RID Publications, 1990.
2. Neumann Solow, Sharon. *Sign Language Interpreting: A Basic Resource Book*. Silver Spring, MD: National Association of the Deaf, 1993.
3. Humphrey, Janice and Alcorn, Bob. *So You Want To Be An Interpreter: An Introduction to Sign Language Interpreting*. Second Edition. Amarillo, TX: H&H Publishers, 1996.

To purchase any of these books, you should contact one of the vendors listed in Appendix B.

## **10. ABOUT THE MICS PERFORMANCE TEST**

### **A. General Information**

1. The performance test in the Missouri Interpreters Certification System (MICS) measures the applicant's ability to "interpret" from spoken English to American Sign Language (ASL) and from American Sign Language to spoken English, and to "transliterate" from spoken English into some system of signed English and from some system of signed English back to spoken English in order to facilitate communication between deaf and hearing people.
2. The MICS performance test is the next step after successfully passing the MICS written test in order to obtain MICS certification.
3. The MICS performance test is recorded on DVD.
4. On your testing day, after arriving at the office of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) you will complete some required MICS paperwork, and then you will be given thirty (30) minutes to warm up before the test begins. The warm-up session will consist of you practicing with two (2) different DVDs (transliterating and interpreting).
5. After the warm-up session is finished, you can choose to either take a short break or immediately begin the MICS performance test.
6. Before the performance test begins, you will need to inform the test administrator as to whether you prefer to sit or stand during the test, and whether you want to start with the interpreting or transliterating portion of the test.
7. The test consists of two (2) major segments – transliterating and interpreting. Each segment consists of three (3) parts – expressive (signing), receptive (voicing), and interactive (both signing and voicing). You must take all six (6) parts. In other words, you will be tested on your expressive (signing), receptive (voicing), and interactive (both signing and voicing) skills on both the transliterating and interpreting segments of the test.
8. After the performance test has been completed, it will later be evaluated by a team of trained MICS evaluators.
9. Since the time frame for notification of testing results varies, you will need to check with the MICS Coordinator to find out when you are likely to receive your test results.
10. You will be informed of your performance test results by mail. **No results of the MICS performance test will be given out over the phone, by e-mail, or by fax.**
11. You are responsible for notifying the MICS Coordinator prior to the date of your performance test if any special accommodations are required for your testing.

### **B. Helpful Hints For A Successful Performance Test**

1. Before taking your performance test, you should record yourself for expressive practice and audiotape yourself for receptive practice. Review your tapes and tape yourself again if desired. Ask your family, friends and/or other interpreters to review your practice tapes and to help by giving you suggestions for improvement.

2. You might want to contact the MICS Coordinator and schedule practice time at the MCDHH office. MCDHH has many books and videotapes in its library concerning interpreting that can be reviewed at the MCDHH office.
3. You should wear visually comfortable, solid color clothing that contrasts with your skin.
4. You should minimize, or eliminate if possible, all jewelry as it may be distracting to some evaluators.
5. You should always remember that the camera is taking the place of the deaf person that you are signing to during your test.
6. Everyone makes mistakes in their signing. When you make a mistake, don't get upset or dwell on your error. If you make a mistake, don't stop signing. Or if you do, compose yourself quickly and then resume signing. Remember, the evaluators will be judging your total performance.
7. The MICS Coordinator will try to make your testing as relaxing as possible. Feel free to ask questions so that the testing procedure is not confusing.
8. The MICS Coordinator will offer breaks after the warm-up and in between the two major testing segments.

## **11. MICS EVALUATION FACTORS**

When judging a performance test in the Missouri Interpreters Certification System (MICS), evaluators assess the performance using a variety of evaluation factors. The evaluation factors vary somewhat according to the segment being evaluated (interpreting versus transliterating) and the performance skill being assessed (signing versus voicing). The evaluation factors for the MICS performance test are as follows:

### **A. Transliterating**

#### **Voice-To-Sign**

1. Clarity of signs
2. Clarity of fingerspelling
3. Use of space
4. Speaker's affect
5. Proper selection of signs
6. Extent of sign vocabulary
7. Content of conveyed message
8. Transliterating skills
9. Appropriate body language / facial expression
10. Mouth movements
11. Comfort level

#### **Sign-To-Voice**

1. Vocabulary selection
2. Ability to read fingerspelling
3. English structure
4. Comfort level
5. Speaker's affect
6. Voice clarity
7. Content of conveyed message
8. Use of register
9. Fluency / time lag

### **B. Interpreting**

#### **Voice-To-Sign**

1. Clarity of signs
2. Clarity of fingerspelling
3. Use of space
4. Speaker's affect
5. Proper selection of signs
6. Extent of sign vocabulary
7. Content of conveyed message
8. Interpreting skills
9. Appropriate body language / facial expression
10. Non-manual behaviors
11. Comfort level

#### **Sign-To-Voice**

1. Vocabulary selection
2. Ability to read fingerspelling
3. English structure
4. Comfort level
5. Speaker's affect
6. Voice clarity
7. Content of conveyed message
8. Use of register
9. Fluency / time lag

### **C. Descriptions Of Voice-To-Sign Factors**

The factors used to evaluate voice-to-sign performances in the MICS can be somewhat ambiguous to many interpreters. In order to ensure that the evaluation factors are as clear and understandable as possible, the following brief descriptions of the voice-to-sign factors are offered:

1. **Clarity of Signs...** This factor concerns the interpreter's production of signs and their parameters (handshape, location, palm orientation, and movement). The expectation is never "perfection," since some mistakes nearly always occur when signing. However, there will be a pattern of unacceptable variations to signs if the interpreter is not fluent. While occasional errors may occur, interpreters must avoid misarticulating sign production on a regular basis.
2. **Clarity of Fingerspelling...** This factor concerns the interpreter's production of fingerspelled words and numbers. The parameters of handshape, location, palm orientation, and movement are used to determine the "correctness" of the words and numbers that are fingerspelled. Specific vocabulary or concepts, especially of a technical or complex nature, need to be fingerspelled clearly and carefully. Sometimes it is acceptable for a fingerspelled word to be less clear if it is repeated quite often in the discourse, or if it is a fingerspelled loan sign which has become the American Sign Language (ASL) lexical representation of that concept. Examples: #BANK, #BACK, #JOB, #EARLY
3. **Use of Space...** This factor concerns the interpreter's ability to utilize signing space appropriately, especially when dealing with directionality, location, space relationships, and ASL classifiers. The interpreter's fluency and consistency in the use of space demonstrates his or her level of language competency.
  - a. (During transliteration) Interpreters must function within the "signing box."
  - b. (During interpretation) Space can be used in ASL to distinguish sequential relationships, cause and effect relationships, and comparison/contrast relationships. English words such as WHICH, EITHER, OR, BUT, THEN, AND, OTHER, etc. are often cues to such relationships. Additionally, a part of the proper use of space is appropriate body shift, eye gaze, head movement and head tilting.
4. **Speaker's Affect...** This factor concerns the interpreter's ability to completely and correctly convey the speaker's emotions and feelings. The speaker's affect is often expressed in vocal intonation, and must be matched and displayed in the signed performance in order to fully convey the meaning of the spoken message. Appropriate facial expressions and body movements are critical for message clarity as well as completeness. Body shifts and movements often accompany signed concepts in order to denote specific emotions.
5. **Proper Selection of Signs...** This factor concerns the interpreter's ability to choose appropriate signs during the interpreting performance. Some regional differences are acceptable.
  - a. (During transliteration) Signing Exact English (SEE) is not appropriate transliteration. However, the use of some initialized signs is acceptable. Conceptually Accurate Signed English (CASE), otherwise known as Pidgin Signed English (PSE), is the desired expressive modality when transliterating.
  - b. (During interpretation) Conceptual accuracy is the key to this factor when interpreting from spoken English to ASL.
6. **Extent of Sign Vocabulary...** This factor concerns the depth and breadth of the interpreter's sign vocabulary. The interpreter must be able to handle all levels of message complexity regardless of the context or technical difficulty. The interpreter must also be able to accurately portray the concepts expressed in English idioms.
7. **Content of Conveyed Message...** This factor concerns the interpreter's ability to convey ALL of the pertinent information contained within the speaker's message. The message must remain intact and convey the full intent of the speaker.
  - a. (During transliteration) Since the interpreter is transliterating from spoken English to signed English, it is critical that the key concepts are signed in English word order.

- b. (During interpretation) Since the interpreter is interpreting from spoken English to ASL, the interpreter must demonstrate the ability to analyze contextual information and convey it appropriately without omitting any critical components or changing the speaker's intent.
8. **Appropriate Body Language / Facial Expression...** This factor concerns the interpreter's ability to portray appropriate emotion and meaning through body movements and facial expressions.
- a. (During transliteration) Body movements when using signed English are kept to a minimum. The expectation is that the body movements are used as an aid to the signed system. Movements must not distract from the message.
- b. (During interpretation) Some body shifts and tilts convey specific emotion information in ASL. Some examples of this are:
- (1) Zero position: humility, timidity, respect
  - (2) Forward lean: asking, desiring, ordering, threatening, struggling, persuading
  - (3) Backward lean: ignorance, anxiety, fear, hesitation, doubt, astonishment
  - (4) Sideways lean: indifference, waiting
9. **Comfort Level...** This factor concerns the interpreter's ability to comfortably deliver a signed interpretation. Consistent visual noise, such as pushing at glasses, straightening clothing, or brushing back hair, is a sign of nervousness. Interpreters should never allow their body language, facial expression, or nervousness to interfering with the signed message.
10. **Interpreting Skills...** (A factor during interpretation only) This factor concerns the interpreter's fluency/competency using ASL and the appropriateness of the syntactical structure of the signed message. The signed word order should be more ASL-like than English-like. Incorporation of the grammatical components of ASL should be clearly evident. The interpreter must use ASL classifiers, non-manual markers, directionality, and so forth. The interpreter should be able to process the source language (English) for chronological, sequential, temporal and spatial information and reconstruct it in prioritized order in the target language (ASL). Commonly accepted initialized signs may be used, but preference should be given to ASL signs.
11. **Non-Manual Behaviors...** (A factor during interpretation only) This factor concerns the interpreter's ability to appropriately use non-manual markers during the interpreting performance. Non-manual markers are required to demonstrate knowledge and fluency/competency in ASL, as non-manual markers are a critical part of the signed concept. Without the accompanying markers, the concept is NOT correct in ASL. Most of the non-manual markers replace adverbs or adjectives in English. Below is a list of only a few of the non-manual markers in ASL:
- |                    |   |
|--------------------|---|
| a. CS Marker       | close by, recent  |
| b. CHA             | huge, great proportions                                 |
| c. MM              | regular   |
| d. Open Mouth      | far away  |
| e. Pursued lips    | thin  |
| f. Puff cheeks     | large, great quantity                                   |
| g. Pah             | success   |
| h. Pow             | unexpected occurrence                                   |
| i. Sta             | repeated over and over with great effort                |
| j. TH              | careless or apathetic attitude/emotion                  |
| k. Furrow brow     | emphasis, question, negation                            |
| l. Raised eye brow | Rh. and yes/no questions, topic, conditional situations |
| m. Nose wrinkle    | affirmation   |
| n. Head tilt       | question, direction, time                               |
| o. Body shift      | time, direction, speaker, spatial relationship          |
12. **Transliterating Skills...** (A factor during transliteration only) This factor concerns the interpreter's fluency/competency using an English based sign system such as CASE/PSE and the appropriateness of the syntactical structure of the signed message. The signed word order will be more English-like than ASL-like. Incorporation of the grammatical and syntactical components of English should be clearly evident.



13. **Mouth Movements...** (A factor during transliteration only) This factor concerns the interpreter's ability to produce the appropriate accompanying mouth movements required to demonstrate fluency/competency in an English sign system. Without the accompanying mouth movements, concepts are NOT correct in signed English. The mouth movements are essential for speech reading. Whispering is unacceptable.

#### **D. Descriptions Of Sign-To-Voice Factors**

Similarly, the factors used to evaluate sign-to-voice performances in the MICS can be somewhat ambiguous to many interpreters. In order to ensure that the evaluation factors are as clear and understandable as possible, the following brief descriptions of the sign-to-voice factors are offered:

1. **Vocabulary Selection...** This factor concerns the interpreter's ability to make appropriate word choices for the signer. The vocabulary should fit the style of the signer's particular register, as well as his or her personality, personal idiosyncrasies and situation.
2. **Ability to Read Fingerspelling...** This factor concerns the interpreter's skill in comprehending fingerspelled words and numbers. It is critical for the interpreter to be able to receptively understand the signer's fingerspelling in order for the complete content of her/his message to be conveyed accurately.
3. **English Structure...** This factor concerns the interpreter's ability to convey the signer's message in proper spoken English, using complete sentences and thoughts as well as appropriate grammatical structure. The voiced comments should be smooth with no halting, choppy phrases or word-for-sign only utterances.
4. **Comfort Level...** This factor concerns the interpreter's ability to comfortably deliver a voice interpretation. The interpreter should not self-talk by saying things like "oops" or "I missed it." And he or she should not use distracting utterances like "umm" or "ya know." Consistent visual noise, such as pushing at glasses, straightening clothing, or brushing back hair, is a sign of nervousness. Interpreters should never allow their body language, facial expression, or nervousness to interfering with the voiced message.
5. **Speaker's Affect...** This factor concerns the interpreter's ability to truly convey in the sign-to-voice interpretation all of the emotional nuances (feelings, moods) expressed by the signer. Vocalization should match specific emotions in rhythm, rate, and intensity, as well as non-manual information including facial expressions and body positions.
6. **Voice Clarity...** This factor concerns the interpreter's ability to speak clearly and loudly enough to be heard during the voiced interpretation. It also involves correct articulation of the word choices.
7. **Content of Conveyed Message...** This factor concerns the amount of the total signed message that was comprehended and voiced by the interpreter. It concerns the over-all receptive skills of the interpreter, and her or his ability to understand not only the signs used by the signer, but all of the signer's subtle nuances (negations, affirmations, non-manual markers, etc.).
8. **Use of Register...** This factor concerns the type of discourse and word choices involved based on the nature of the situation. Register (level of formality) is often influenced by the social situation, and serious misinterpretation of register can cause great misunderstanding to occur. Some of the adjustments within register are based upon the social context and level of formality (informal chat, teaching or consulting role, aim to persuade, peer discourse, or soliciting). Sign language conveys register via gestures, eye contact, facial expression, sign choice, body movement, sign articulation (precise or casual), and syntax.
9. **Fluency / Time Lag...** This factor concerns the smoothness, rhythm and rate of the interpreter's voice production process. The interpreter's voicing performance should flow evenly and smoothly, and be one that people can listen to comfortably. The voicing performance should sound natural, correctly paced, and fluent.
  - a. A natural performance is one that sounds as if the signer were a native English speaker who was comfortable using that language.

- b. A correctly paced performance is one that allows for the appropriate amount of lag time and expresses complete thoughts without sounding rushed or overly hesitant (unless this was the manner in which the signer was presenting the information).
- c. A fluent performance is one that flows smoothly without any sense of struggle to elicit words, and never expresses a questioning tone (which indicates that the interpreter is unsure of the signed message that she or he is receiving).

## **12. MICS TEST DVDs**

The Missouri Interpreters Certification System (MICS) uses two different sets of test DVDs in the certification process. The first DVDs are referred to as “1-3” DVDs, and the others are “4-5” DVDs. When an applicant first takes the MICS performance test they must be tested using a “1-3” test DVD, which can result in a certification of Novice, Apprentice, or Intermediate. A Restricted Certification in Education (RCED) may also result from testing on a “1-3” test DVD. And, of course, no certification at all will be given for a failing performance on a “1-3” test DVD. An interpreter must score at the Intermediate level using a “1-3” test DVD before they are allowed to test again using a “4-5” test DVD. A performance test using a “4-5” test DVD can result in an interpreter being awarded either an Advanced or a Comprehensive certification (or simply remaining at the Intermediate level, which they must have attained before they tested on a “4-5” test DVD).

## **13. MICS CERTIFICATION LEVELS**

The certification level earned by an interpreter will reflect the evaluators’ assessment of the interpreter’s maximum performance ability in both interpreting and transliterating. For example, if an interpreter’s score while interpreting is 87% and their score while transliterating is 75%, then their final score will be 75%. This final score thus reflects the maximum level of service that a consumer can expect to receive from an interpreter regardless of whether the person is interpreting or transliterating (although the interpreter may be better in one of the performance areas than in the other). The MICS certification levels are as follows:

### **A. Novice**

Novice certification will be awarded to individuals whose final score is from 50% to 69% on a “1-3” test DVD. Individuals who attain this level demonstrate only entry-level skills. They usually possess fair voice-to-sign skills, but only minimal sign-to-voice skills. While scattered phrases or concepts may be completed correctly, they have difficulty conveying smoothly all that is voiced or signed. Their signing vocabulary is limited, and they may fingerspell much more than is necessary. They may demonstrate considerable lag time, delete more message content than is acceptable, pause much too often, and frequently use conceptually inaccurate signs.

### **B. Apprentice**

Apprentice certification will be awarded to individuals whose final score is from 70% to 84% on a “1-3” test DVD. Individuals who attain this level of certification may demonstrate an ability to facilitate communication on a basic level, but they are unable to complete the interpreting task according to generally accepted interpreting standards. They may do well while interpreting some parts of the message and then do poorly with other parts. They usually possess average voice-to-sign skills, but only fair sign-to-voice skills. They may delete more message content than is desirable, fingerspell too much, and occasionally use conceptually inaccurate signs.

### **C. Intermediate**

Intermediate certification will be awarded to individuals whose final score is from 85% to 100% on a “1-3” test DVD. Individuals who attain this level usually possess above average voice-to-sign skills and average sign-to-voice skills. Their skills meet generally accepted interpreting standards. Occasional message content will be deleted in order to keep up with the speaker or signer, but the expressed concepts are generally accurate. They will usually demonstrate consistent and correct interpretations, and can provide interpreting services quite comfortably in a variety of interpreting situations.

#### **D. Advanced**

Advanced certification will be awarded to individuals whose final score is from 80% to 89% on a “4-5” test DVD. Individuals who attain this level usually possess excellent voice-to-sign skills and have above average sign-to-voice skills. Their interpreting performance is consistent and accurate. Their fluency is smooth, with very little deletion, and the consumer will have no question regarding their competency. They are able to interpret well in most situations.

#### **E. Comprehensive**

Comprehensive certification will be awarded to individuals whose final score is from 90% to 100% on a “4-5” test DVD. Individuals who attain this level usually possess superior voice-to-sign skills and excellent sign-to-voice skills. Their performance is practically without flaw, and they demonstrate outstanding ability in almost all interpreting situations.

### **14. RESTRICTED CERTIFICATION IN EDUCATION (RCED)**

According to the Skill Level Standards rule [5 CSR 100-200.170], interpreters who want to provide interpreting services in classrooms in elementary and/or secondary educational settings must be certified at either the Comprehensive, Advanced, or Intermediate level, or they must hold either a Restricted Certification in Education (RCED) or a Provisional Certificate in Education (PCED). There are three different RCED certifications that a person might hold.

An **RCED (General)** certification will allow an interpreter to interpret in the classroom in any grade from kindergarten through grade twelve (12). The RCED (General) will be awarded to a person if they achieve a score of 85% to 100% on an MICS “1-3” test DVD in either interpreting or transliterating.

On the other hand, educational interpreters may choose to obtain an even more restricted certification. The **RCED (K-6)** is only good for interpreting in the classroom in kindergarten through grade six (6), and the **RCED (7-12)** is only good for interpreting in the classroom in grades seven (7) through twelve (12). Both of these certifications can only be obtained by conversion from the Educational Interpreter Performance Assessment (EIPA) system, and conversion is allowed only if the applicant has an EIPA score of 3.5 or higher. The EIPA (Elementary) converts to an RCED (K-6), and the EIPA (Secondary) converts to an RCED (7-12).

All RCED certifications will contain a “communication mode endorsement” that specifies the communication mode in which the holder was tested. This communication mode endorsement can then be used by a local school system to ensure that the skill of the interpreter matches the requirements in a student’s Individual Education Plan (IEP). Communication mode endorsements may be American Sign Language (ASL), Pidgin Signed English (PSE) or Signing Exact English/Manually Coded English (SEE/MCE).

### **15. EDUCATIONAL INTERPRETER PERFORMANCE ASSESSMENT (EIPA)**

#### **A. Overview**

An interpreter who wishes to provide interpreting services only in classrooms in educational settings, and who desires to obtain either an **RCED (K-6)** or an **RCED (7-12)**, may do so by first taking the Educational Interpreter Performance Assessment (EIPA), and then converting their EIPA results to the equivalent MICS certification. EIPA results are convertible only if one’s EIPA score is 3.5 or higher. The EIPA uses real students and teachers in classroom settings on their test DVDs, and the applicant gets to choose which level of test that they want to take (Elementary or Secondary) and which language or English sign system that they wish to use (ASL, PSE or SEE/MCE). The EIPA was developed by Kevin Williams of Boys Town National Research Hospital and Dr. Brenda Schick of the University of Colorado - Boulder with funds provided by a grant from the Office of Special Education Programs of the U.S. Department of Education. Complete

information about the EIPA may be obtained by either contacting the MICS Coordinator or the EIPA Administrative Coordinator at the EIPA Diagnostic Center in Omaha, Nebraska.

### **B. Contact Information**

Sandra K. Woods, Administrative Coordinator  
Center for Childhood Deafness and EIPA Diagnostic Center  
425 North 30th Street  
Omaha, NE 68131

Ph: 402-452-5033 (V/TTY)  
Fax: 402-452-5098 (FAX)  
woods@boystown.org  
www.classroominterpreting.org

## **16. INTERN/PRACTICUM CERTIFICATION (IPC)**

### **A. Eligibility**

A student who is registered in an approved Interpreter Training Program (ITP), and is required to interpret in order to fulfill the curriculum requirements for an internship/practicum course, may be granted an **Intern/Practicum Certification (IPC)** in the Missouri Interpreters Certification System (MICS).

### **B. Application**

An application for an IPC, an Interpreter Registry Form and the appropriate fee must be submitted to the MICS Coordinator. The application must include verification of registration in the internship/practicum course by the director of the ITP.

### **C. Interpreter Training Programs**

ITPs in Missouri that are currently approved by the Board for Certification of Interpreters (BCI) are located at Maple Woods Community College (MWCC) in Kansas City, St. Louis Community College at Florissant Valley (FVCC) in St. Louis, and William Woods University (WWU) in Fulton. ITPs in adjoining states that are currently approved by the BCI are located at Johnson County Community College (JCCC) in Overland Park, Kansas, Eastern Kentucky University (EKU) in Richmond, Kentucky, and Southwestern Illinois College (SWIC) in Belleville, Illinois. Complete contact information for these Interpreter Training Programs can be found in Appendix C.

## **17. PROVISIONAL CERTIFICATE IN EDUCATION (PCED)**

### **A. Eligibility**

The Board for Certification of Interpreters (BCI) shall grant a Provisional Certificate in Education (PCED) to any applicant who submits an application pursuant to 5 CSR 100-200.050 and meets either of the following criteria:

1. The applicant possesses a current valid certification in the Missouri Interpreters Certification System (MICS) at either the novice or apprentice level and holds a valid license issued by the Missouri State Committee of Interpreters (SCI) to provide interpreting services; or
2. The applicant has submitted an application for certification in the MICS and an application for an interpreting license pursuant to sections 209.319 to 209.339, RSMo, and has taken the written test and performance test, or attests that he or she will complete the certification and licensure applications and take the written test within sixty days following the date of application for a provisional certificate in education and will complete the performance test within sixty days following passage of the written test.

### **B. Term Limited**

A PCED issued to a person who presently holds either a Novice or Apprentice certification in the MICS shall be valid for a term of three years, and shall be renewed by the BCI for one additional term of three years only if the certificate holder is reevaluated during the first term of issuance and achieves a higher level of certification in the MICS. A PCED issued to a person who does not currently hold any other MICS certification shall be valid for one year, and shall be renewed only if the certificate holder is evaluated during the term of issuance and achieves a certification in the MICS.

**C. Limited To Educational Settings**

A PCED shall be limited to providing interpreter services only in classrooms in preschool, elementary and secondary school settings.

**D. CEU Requirement**

On or before December 2 of each year, holders of a PCED must submit the CEU processing fee specified in 5 CSR 100-200.150 and verification of compliance with the certification maintenance requirements set forth in 5 CSR 100-200.130 on a form prescribed by the board.

**18. CERTIFICATION CONVERSION**

**A.** Interpreters who are certified by a state or national certifying entity that is recognized by the Board for Certification of Interpreters (BCI) may apply for conversion of their certification to a certification in the Missouri Interpreters Certification System (MICS). All conversion decisions will be made on a case-by-case basis according to the procedures outlined in 5 CSR 100-200.100, which can be found in Appendix E.

**B.** If you desire to convert your certification, first contact the MICS Coordinator and request an Application for Conversion.

**C.** Complete the Application for Conversion and Interpreter Registry Form and submit them with the appropriate conversion fee to the MICS Coordinator. The fee must be in the form of either a cashier's check or a money order made payable to "MCDHH/BCI Fund." **No personal checks or cash will be accepted.** Along with your application and fee, you must also submit a copy (both sides) of your current certification card that is to be converted.

**D.** If more information is needed, the MICS Coordinator will contact you.

**E.** Your MICS certification will be mailed to the address on the Application for Conversion.

**F.** All interpreters with converted certification must comply with the annual MICS CEU requirements specified in 5 CSR 100-200.130, which can be found in Appendix E.

**G.** You should next contact the State Committee of Interpreters (SCI) for a licensure packet.

**19. MICS CERTIFICATION MAINTENANCE**

**A.** Annual participation in a continuing education program is required for interpreters certified in the Missouri Interpreters Certification System (MICS). This program involves study and performance options that must have prior approval from the Board for Certification of Interpreters (BCI).

**B.** An interpreter is required to earn one and two-tenths (1.2) Continuing Education Units (CEUs) annually for certification maintenance in the MICS. As one (1) contact hour earns one-tenth (0.1) of an MICS CEU, the one and two-tenths (1.2) CEU requirement is equivalent to twelve (12) hours of approved continuing education activities.

**C.** The twelve (12) month period for annually earning CEUs ends ninety (90) days prior to the licensing deadline. As a result, the period for earning CEUs currently runs from November 3 of a given year to November 2 of the following year.

**D.** Proof of completion of continuing education requirements shall be provided by interpreters to the BCI by annually submitting a completed "Application for [Year] Renewal of Certification" (hereinafter referred to simply as "Renewal Application"), proper CEU supporting documentation, and the required CEU processing

fee, on or before sixty (60) days prior to the licensing deadline (which means that currently the materials have to be submitted on or before December 2nd every year). Proper CEU supporting documentation may be in the form of one or more of the following:

1. Certificate(s) of participation,
2. Letter(s) from providers stating date of attendance and program attended,
3. Academic transcript(s) if available,
4. Description(s) of approved mentor/mentee activities, and
5. Description(s) of approved independent study activities.

Interpreters should **make a copy of their “Renewal Application,” supporting documentation and payment before mailing those materials** to the office of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH), as MCDHH is not responsible for any applications, supporting documentation and payments that are lost in the mail.

**E.** The BCI will review and, if necessary, verify all MICS CEUs claimed on the “Renewal Application” that is submitted. Failure to submit a “Renewal Application” with verifiable MICS CEUs, proper supporting documentation, and the CEU processing fee by the deadline for submitting CEU information (currently December 2) will result in an interpreter’s certification not being renewed, and the State Committee of Interpreters (SCI) will be appropriately notified of the interpreter’s failure to renew certification. If materials are received after December 2, then a late fee will apply.

**F.** If an interpreter’s certification is not renewed because of failure to obtain adequate MICS CEUs, the interpreter may apply for certification reinstatement by submitting a completed “Renewal Application,” an “Application for Reinstatement,” proper CEU supporting documentation, the CEU processing fee, late fee, renewal fee, and reinstatement fee.

**G.** The BCI may elect to audit any interpreter to assess the authenticity and validity of the documentation submitted to verify that interpreter’s CEU contact hours.

**H.** It is important to remember that **interpreters are responsible for keeping track of their own CEUs throughout the year.**

**I.** Interpreters providing interpreting services at a workshop will not be allowed to earn CEUs for that workshop.

**J.** The MICS Coordinator will review and approve all “Renewal Applications,” and all such forms should be submitted to the MICS Coordinator.

**K.** For more information concerning MICS CEUs, you can either contact the MICS Coordinator at the MCDHH office or refer to rule 5 CSR 100-200.130 in Appendix E.

## **20. HOW TO EARN MICS CONTINUING EDUCATION UNITS**

There are numerous ways that a person can earn MICS Continuing Education Units (CEUs). For example, interpreters can earn MICS CEUs by attending conferences, workshops, seminars and lectures that have been approved to award MICS CEUs to attendees. Persons can earn MICS CEUs by being a conference coordinator, or presenting a workshop, seminar or lecture related to interpreting. Both mentors and mentees can earn MICS CEUs, and MICS CEUs can be earned through a variety of independent study activities.

**Option: Attending Conferences / Workshops / Seminars / Lectures (Related To Interpreting)**

*If you attend a conference, workshop, seminar or lecture related to interpreting, you are eligible for earning MICS CEUs.*

<b>What Do I Need To Do?</b>	<b>What Do I Need To Submit?</b>
<ol style="list-style-type: none"> <li>1. Contact the conference / workshop / seminar / lecture presenter or host to be sure that it has been approved by the Board for Certification of Interpreters (BCI) to award MICS CEUs.</li> <li>2. Register and attend the conference / workshop / seminar / lecture.</li> <li>3. Obtain your “certificate of participation” or other “proof of attendance.”</li> </ol>	<ol style="list-style-type: none"> <li>1. Copies* of your “certificates of participation” or other “proof of attendance” must be submitted to the MICS Coordinator at the end of the yearly period for earning CEUs (that is to say, you must submit verification of your participation).</li> </ol> <p>* Keep all original supporting documentation for your records.</p>

**Option: Conference Coordinator Or Presenter Of A Workshop (Related To Interpreting)**

*If you are a conference coordinator, or an interpreter presenting a workshop, seminar or lecture related to interpreting, you are eligible for earning MICS CEUs.*

<b>What Do I Need To Do?</b>	<b>What Do I Need To Submit?</b>
<ol style="list-style-type: none"> <li>1. Contact the MICS Coordinator for an “Application for Approval of Continuing Education Program.”</li> <li>2. Complete the application and submit it at least thirty (30) days prior to the event.</li> <li>3. After receiving approval, the host / presenter may advertise the availability of MICS CEUs.</li> <li>4. Be prepared to provide a “certificate of participation” or some other “proof of attendance” with pre-printed names for all attendees.</li> </ol>	<ol style="list-style-type: none"> <li>1. A copy* of your “Application for Approval of Continuing Education Program” [thirty (30) days are required to process this application].</li> <li>2. The application will ask for a description of the program, your design objectives/goals for the program, and how the program will be evaluated.</li> </ol> <p>* Keep the original application and all original supporting documentation for your records.</p>

**Option: Mentoring -- Both The Mentor And The Mentee (Student)**

*If you participate in an interpreter mentoring relationship, as either the mentor or the mentee, you are eligible for earning MICS CEUs.*

<b>What Do I Need To Do?</b>	<b>What Do I Need To Submit?</b>
<ol style="list-style-type: none"> <li>1. Develop a plan for what you want to learn or work on.</li> <li>2. Contact the MICS Coordinator for an “Application for Approval of Continuing Education Program.”</li> <li>3. Submit the completed application to the MICS Coordinator for approval.</li> <li>4. Document the work as you complete the activity.</li> <li>5. Submit the final documentation to the MICS Coordinator for approval. Documentation from the mentor would be acceptable.</li> </ol>	<ol style="list-style-type: none"> <li>1. A copy* of your “Application for Approval of Continuing Education Program” (the BCI will need thirty (30) days to consider for approval).</li> <li>2. Submit all final documentation of the mentor/mentee project after the project is completed.</li> </ol> <p>* Keep the original application and all original supporting documentation for your records.</p>

### Option: Independent Study

*If you engage in a program of independent study related to interpreting,  
you are eligible for earning MICS CEUs.*

What Do I Need To Do?	What Do I Need To Submit?
<ol style="list-style-type: none"><li>1. Develop a plan for what you want to learn or work on.</li><li>2. Contact the MICS Coordinator for an “Application for Approval of Continuing Education Program.”</li><li>3. Submit the completed application to the MICS Coordinator for approval.</li><li>4. Document the work as you complete the activity.</li><li>5. Submit the final documentation to the MICS Coordinator for approval.</li></ol>	<ol style="list-style-type: none"><li>1. A copy* of your “Application for Approval of Continuing Education Program” (the BCI will need thirty (30) days to consider for approval).</li><li>2. Submit all final documentation of the independent study project after the project is completed.<ul style="list-style-type: none"><li>* Keep the original application and all original supporting documentation for your records.</li></ul></li></ol>

There are **other options**, all of which **must be pre-approved by the BCI** and **must be related to interpreting**.

## 21. APPROVAL OF EVENTS FOR MICS CONTINUING EDUCATION UNITS

**A.** Any sponsor, host, or planner of a workshop who believes that their workshop is appropriate for awarding Continuing Education Units (CEUs) in the Missouri Interpreters Certification System (MICS) to attendees can apply for approval of that workshop by the Board for Certification of Interpreters (BCI).

**B.** Application for approval of a workshop as an MICS continuing education activity should be submitted not less than thirty (30) days prior to the event. Applications received less than thirty (30) days in advance cannot be guaranteed notification of approval.

**C.** Application to the BCI for approval must be made on forms developed by the BCI. The application will require detailed information about the workshop, including information concerning administration, organization, teaching staff, educational content, methods of delivery, length of the activity, targeted skill level of interpreters, facilities and method of evaluation.

**D.** All presentations and workshops that are either offered by an Interpreter Training Program (ITP) recognized by the BCI and housed in an accredited institution of higher education, or give attendees CEUs approved by the Registry of Interpreters for the Deaf (RID), will automatically be approved for MICS CEUs.

**E.** Sponsors, hosts and planners of approved workshops must give a “certificate of participation” or “proof of attendance” to all attendees.

## 22. SKILL LEVEL STANDARDS

**A.** In order to protect the health, welfare and safety of deaf and hard of hearing consumers who rely on interpreting services to communicate with hearing persons, the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) has adopted a Skill Level Standards rule [5 CSR 100-200.170] that specifies the skill level or levels that are appropriate for interpreters providing interpreting services in a variety of settings.

**B.** The settings are grouped into eight (8) categories, namely, Legal, Government, Medical, Employment, Mental Health, Financial, Education, and Entertainment. The complete specification of settings may be reviewed in 5 CSR 100-200.170, which can be found in Appendix E.



C. It is a violation of the Ethical Rules of Conduct [20 CSR 2232-3.010] adopted by the State Committee of Interpreters (SCI) for an interpreter to provide services in a setting beyond their skill level as indicated in the Skill Level Standards rule of MCDHH, except when the interpreter is in a mentorship relationship pursuant to 20 CSR 2232-3.030. Such a violation may result in the license of the interpreter being disciplined, including either suspension or revocation

## 23. REINSTATEMENT

A. An interpreter whose certification has been suspended, or which has not been renewed because of noncompliance with the certification maintenance requirements detailed in 5 CSR 100-200.130, may apply for reinstatement of his/her certification.

B. A person whose certification was not renewed because of failure to comply with certification maintenance requirements shall have a maximum of one (1) year from the date the renewal form was due to reinstate their certification. If such an interpreter's certification is not reinstated within one (1) year after the renewal deadline, then that interpreter must apply for their certification anew, and must follow the procedures for application, taking the written test, and taking the performance test all over again.

C. Additional information regarding reinstatement can be found in 5 CSR 100-200.210 in Appendix E

## 24. REVOCATION

A. The Board for Certification of Interpreters (BCI) may revoke an interpreter's certification in the Missouri Interpreters Certification System (MICS) if that interpreter engages in any of the actions specified in 209.317(1), RSMo, which can be found in Appendix D.

B. If an interpreter's certification is revoked by the BCI, that interpreter cannot apply for reinstatement of their certification. Rather, they can only regain certification by beginning the certification process anew, and must follow the procedures for application, taking the written test, and taking the performance test all over again.

C. Additional information regarding revocation can be found in 5 CSR 100-200.220 in Appendix E

## 25. COMPLAINTS

If you have a problem with an interpreter, and want to file a complaint against that interpreter, you are encouraged to contact the State Committee of Interpreters (SCI). The SCI has statutory authority to investigate complaints and discipline interpreters if appropriate. If you need assistance in filing your complaint about an interpreter, feel free to contact the office of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH).

## 26. CONCLUSION

Like many things, this *Interpreters Manual* is a "work in progress." It is never finished as there are always statute changes, rule changes, and/or policy changes that have been made since the last printing of the *Manual* that will need to be incorporated in the next printing of the *Manual*. In addition, there are always new questions that come up, the answers to which need to be included in the *Manual*. Finally, of course, there are always sections of the *Manual* that can stand to be improved. They need to be reworded or clarified because some people find them difficult to understand or confusing.

With that in mind, the staff of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) would welcome feedback regarding this edition of the *Interpreters Manual*. Although we have tried to ensure that this publication is of maximum utility, we need your assistance to help us prepare for the next edition of this

**Manual.** Please let us know if you find any typos or inaccuracies, if you have questions regarding the Missouri Interpreters Certification System (MICS) that are not answered herein, if you have found any of the sections to be extremely difficult to understand, if you are confused by anything in the **Manual**, or if you think that some material is of absolutely no value and should be deleted. In short, please tell us what you think about the **Manual** so that we can improve the next edition.

We would remind you that this edition of the **Interpreters Manual** is **current as of the date on the cover**, but one or more important changes in the MICS could have occurred since that time. To be sure that you have the most recent information concerning the administrative rules that apply to certification and licensure, you are urged to check the website of MCDHH [[www.mcdhh.mo.gov](http://www.mcdhh.mo.gov)] for the most current information regarding certification, and the website of the Missouri State Committee of Interpreters (SCI) [[www.pr.mo.gov/interpreters.asp](http://www.pr.mo.gov/interpreters.asp)] for current information regarding licensure. To see the most current wording of all administrative rules concerning certification and licensure of Missouri interpreters, you are urged to visit the website of the Missouri Secretary of State's office [[www.sos.mo.gov](http://www.sos.mo.gov)]. To see the most current wording of all statutes concerning the certification and licensure of Missouri interpreters, you are urged to visit the website of the Missouri Attorney General's office [<http://www.moga.mo.gov/statutesearch/>]. We sincerely hope that you have found this **Manual** to be of some value. If you need additional copies of the **Manual** please contact the MICS Coordinator.

**GOOD LUCK  
WITH YOUR PROFESSION!**

**APPENDIX A**  
**APPROVED PROCTOR SITES FOR THE MICS WRITTEN TEST**

Missouri Commission for the Deaf and Hard of Hearing \*  
1103 Rear Southwest Boulevard  
**Jefferson City, MO 65109**  
(573) 526-5205 (V/TTY)  
(573) 526-5209 (FAX)

Semo Alliance for Disability Independence  
121 S. Broadview Plaza, Suite 12  
**Cape Girardeau, MO 63703-5702**  
(573) 651-6464 (V/TTY)  
(573) 651-6565 (FAX)

Access II, Independent Living Center  
611 West Johnson Street  
**Gallatin, MO 64640**  
(660) 663-2423 (V)  
(660) 663-2662 (TTY)  
(660) 663-2517 (FAX)

North East Independent Living Services  
109 Virginia, Suite 560  
**Hannibal, MO 63401**  
(573) 221-8282 (V/TTY)  
(573) 221-9445 (FAX)

The Independent Living Center  
1001 East 32<sup>nd</sup> Street  
**Joplin, MO 64804**  
(800) 346-8951 (V)  
(877) 307-8702 (TTY)  
(417) 659-8087 (FAX)

Maple Woods Community College  
2601 N.E. Barry Road  
**Kansas City, MO 64156**  
(816) 437-3230 (V/TTY)  
(816) 437-3441 (FAX)

Bootheel Area Independent Living Services  
900 Highway VV, P.O. Box 326  
**Kennett, MO 63857**  
(573) 888-0036 (V/TTY)  
(888) 449-0949 (V/TTY)  
(573) 888-0708 (FAX)

Rural Advocates for Independent Living  
1100 South Jamison  
**Kirksville, MO 63501**  
(660) 627-7245 (V)  
(660) 627-0525 (TTY)  
(660) 665-9849 (FAX)

Tri-County Center for Independent Living  
1420 Hwy 72 East  
**Rolla, MO 65401**  
(573) 368-5933 (V/TTY)  
(573) 368-5991 (FAX)

Southwest Center for Independent Living  
2864 South Nettleton Avenue  
**Springfield, MO 65807**  
(417) 886-1188 (V/TTY)  
(417) 886-3619 (FAX)

Concordia Seminary Place  
801 DeMun Ave  
**St. Louis, MO 63105**  
(314) 505-7210 (V)  
(314) 505-7121 (TTY)

St. Louis Community College  
at Florissant Valley (FVCC)  
3400 Pershall Road  
**St. Louis, MO 63135-1499**  
(314) 513-4470 (V/TTY)  
(314) 595-2080 (FAX)

Ozark Independent Living  
109 Aid Avenue  
**West Plains, MO 65775**  
(417) 257-0038 (V)  
(888) 440-7500 (TTY)  
(417) 257-2380 (FAX)

\* For written tests scheduled at sites other than at the MCDHH office, please contact the MICS Coordinator to verify current approval of the site.

**APPENDIX B**  
**COMMERCIAL VENDORS FOR INTERPRETING/SIGN LANGUAGE BOOKS AND VIDEOS**

**Butte Publications, Inc.**

P.O. Box 1328  
Hillsboro, OR 97123-1328  
(866) 312-8883 (V/TTY)  
(866) 412-8883 (FAX)  
service@buttepublications.com  
www.buttepublications.com

**BuyASL.com**

P.O. Box 8341  
Moreno Valley, CA 92552  
(951) 656-0610 FAX  
sales@buyasl.com  
www.buyasl.com

**Dawn Sign Press**

6130 Nancy Ridge Drive  
San Diego, CA 92121-3223  
(800) 549-5350 (V/TTY)  
(858) 625-2336 (FAX)  
info@dawnsign.com  
www.dawnsignpress.com

**DeBee Communications**

3900 Monet Court South  
Pittsburgh, PA 15101-3221  
(412) 492-8214 TTY  
(412) 492-8215 FAX  
sales@debee.com  
www.debee.com

**Gallaudet University Press**

800 Florida Avenue, N.E.  
Washington, D.C. 20002  
(202) 651-5488 (V/TTY)  
(202) 651-5489 (FAX)  
<http://gupress.gallaudet.edu>

**Harris Communications, Inc.**

15155 Technology Drive  
Eden Prairie, MN 55344-2277  
(800) 825-6758 (V)  
(952) 906-1099 (FAX)  
(800) 825-9187 (TTY)  
info@harriscomm.com  
www.harriscomm.com

**Joyce Media, Inc.**

3413 Soledad Cyn. Rd.  
Acton, CA 93510-0057  
(661) 269-1169 V  
(661) 269-2139 FAX  
joycemedi@skycasters.net  
www.joycemediainc.com

**RID Online Store**

333 Commerce Street  
Alexandria, VA 22314  
(703) 838-0030 (V)  
(703) 838-0459 (TTY)  
(703) 838-0454 (FAX)  
www.rid.org

**Sign Media, Inc.**

4020 Blackburn Lane  
Burtonsville, MD 20866-1167  
(800) 475-4756 (V/TTY)  
(301) 421-0270 (FAX)  
info@signmedia.com  
www.signmedia.com

**T.J. Publishers, Inc.**

817 Silver Spring Avenue, Suite 206  
Silver Spring, MD 20910-4617  
(800) 999-1168 (V/TTY)  
(301) 585-5930 (FAX)

**Visual Story Reading Program**

Kansas School for the Deaf  
450 E. Park Street  
Olathe, KS 66061  
(913) 791-0536 (V/TTY)  
(913) 791-0518 (FAX)

**APPENDIX C**  
**MICS APPROVED INTERPRETER TRAINING PROGRAMS**

**Eastern Kentucky University (EKU)**

521 Lancaster Avenue  
245 Wallace Building  
Richmond, KY 40475-3102  
(859) 622-4966 (V/TTY)  
(859) 622-4443 (FAX)  
[www.interpreting.eku.edu](http://www.interpreting.eku.edu)

**Johnson County Community College (JCCC)**

12345 College Boulevard, Box 31  
Overland Park, KS 66210  
(913) 469-8500 (V/TTY)  
(913) 469-2358 (FAX)  
[www.johnco.cc.ks.us](http://www.johnco.cc.ks.us)

**Maple Woods Community College (MWCC)**

2601 N.E. Barry Road  
Kansas City, MO 64156  
(816) 437-3000 (V)  
(816) 437-3441 (FAX)  
<http://mcckc.edu>

**St. Louis Community College at Florissant Valley (FVCC)**

3400 Pershall Road  
St. Louis, MO 63135-1499  
(314) 513-4400 (V/TTY)  
(314) 595-2080 (FAX)  
[www.stlcc.cc.mo.us/fv/](http://www.stlcc.cc.mo.us/fv/)

**William Woods University (WWU)**

One University Avenue  
Fulton, Missouri 65251-2388  
(573) 592-4221 (V)  
(800) 995-3159 (V)  
(573) 592-1139 (FAX)  
[www.williamwoods.edu](http://www.williamwoods.edu)

**Southwestern Illinois College (SWIC)**

2500 Carlyle Avenue  
Belleville, IL 62221-5899  
(618) 235-2700 (V)  
(800) 222-5131 (V)  
(618) 235-2052 (FAX)  
[www.swic.edu](http://www.swic.edu)

**APPENDIX D**  
**MISSOURI INTERPRETERS CERTIFICATION SYSTEM: STATUTE**  
**(MISSOURI REVISED STATUTES)**

**CERTIFICATION AND LICENSING OF INTERPRETERS FOR THE DEAF**

**209.285 Definitions.**

As used in sections 209.285 to 209.339, unless the context clearly requires otherwise, the following terms mean:

- (1) **"American sign language"**, a visual-gestural system of communication that has its own syntax, rhetoric and grammar. American sign language is recognized, accepted and used by many deaf Americans. This native language represents concepts rather than words;
- (2) **"Board"**, the Missouri board for certification of interpreters, established within the commission in section 209.287;
- (3) **"Certification"**, a document issued by the Missouri commission for the deaf and hard of hearing declaring that the holder is qualified to practice interpreting at a disclosed level;
- (4) **"Commission"**, the Missouri commission for the deaf and hard of hearing;
- (5) **"Committee"**, the Missouri state committee of interpreters, established in section 209.319;
- (6) **"Conversion levels"**, the process of granting levels of certification by the commission to individuals holding certification from another state or within another certification system in this state or another state;
- (7) **"Coordinator"**, a staff person, hired by the executive director of the Missouri commission for the deaf and hard of hearing, who shall serve as coordinator for the Missouri interpreter certification system;
- (8) **"Deaf person"**, any person who is not able to discriminate speech when spoken in a normal conversational tone regardless of the use of amplification devices;
- (9) **"Department"**, the Missouri department of economic development;
- (10) **"Director"**, the director of the division of professional registration in the department of economic development;
- (11) **"Division"**, the division of professional registration;
- (12) **"Executive director"**, the executive director of the Missouri commission for the deaf and hard of hearing;
- (13) **"Interpreter"**, any person who offers to render interpreting services implying that he or she is trained, and experienced in interpreting, and holds a current, valid certification and license to practice interpreting in this state; provided that a telecommunications operator providing deaf relay service or a person providing operator services for the deaf shall not be considered to be an interpreter;
- (14) **"Interpreter trainer"**, a person, certified and licensed by the state of Missouri as an interpreter, who trains new interpreters in the translating of spoken English or written concepts to any necessary specialized vocabulary used by a deaf consumer. Necessary specialized vocabularies include, but are not limited to, American sign language, Pidgin Signed English, oral, tactile sign and language deficient skills;
- (15) **"Interpreting"**, the translating of English spoken or written concepts to any necessary specialized vocabulary used by a deaf person or the translating of a deaf person's specialized vocabulary to English spoken or written concepts; provided that a telecommunications operator providing deaf relay service or a person providing operator services for the deaf shall not be considered to be interpreting. Necessary specialized vocabularies include, but are not limited to, American sign language, Pidgin Signed English, oral, tactile sign and language deficient skills;
- (16) **"Language deficient"**, mode of communication used by deaf individuals who lack crucial language components, including, but not limited to, vocabulary, language concepts, expressive skills, language skills and receptive skills;
- (17) **"Missouri commission for the deaf"**, Missouri commission for the deaf and hard of hearing established in section 161.400;
- (18) **"Oral"**, mode of communication having characteristics of speech, speech reading and residual hearing as a primary means of communication using situational and culturally appropriate gestures, without the use of sign language;

- (19) **"Pidgin Signed English"**, a mode of communication having characteristics of American sign language;
- (20) **"Practice of interpreting"**, rendering or offering to render or supervise those who render to individuals, couples, groups, organizations, institutions, corporations, schools, government agencies or the general public any interpreting service involving the translation of any mode of communication used by a deaf person to spoken English or of spoken English to a mode of communication used by a deaf person;
- (21) **"Tactile sign"**, mode of communication, used by deaf and blind individuals, using any one or a combination of the following: tactile sign, constricted space sign or notetaking.

**209.287 Board for certification of interpreters established--appointment, qualification, terms--expenses--meetings--chairman elected how--quorum--removal from office, procedure.**

1. There is hereby established within the Missouri commission for the deaf and hard of hearing a board to be known as the "Board for Certification of Interpreters", which shall be composed of five members. The executive director of the Missouri commission for the deaf and hard of hearing or the director's designee shall be a nonvoting member of the board.
2. The members shall be appointed by the governor with the advice and consent of the senate from a list of recommendations from the commission. The members shall be appointed for terms of three years, except those first appointed whose terms shall be staggered and one member appointed to serve for one year, two members to serve for two years and two members to serve for three years. No member shall be eligible to serve more than two consecutive terms, except a person appointed to fill a vacancy for a partial term may serve two additional terms. Two of the members appointed shall be deaf, two shall be certified interpreters and one shall be deaf or a certified interpreter. The members shall be fluent in American sign language, Pidgin Signed English, oral, tactile sign, or any specialized vocabulary used by deaf persons. The member shall have a background and knowledge of interpreting and evaluation.
3. The members shall receive no compensation for their services on the board, but the commission shall reimburse the members for actual and necessary expenses incurred in the performance of their official duties. The board shall meet not less than two times per year. The board shall elect from its membership a chairperson and a secretary. A quorum of the board shall consist of three of its members.
4. Any member of the commission may petition the governor to remove a member from the board for the following reasons: misconduct, inefficiency, incompetence or neglect of his official duties. The governor may remove the member after giving the committee member written notice of the charges against him and an opportunity to be heard pursuant to administrative procedures in chapter 621, RSMo.

**209.289 Coordinator to be hired, qualifications, salary and expenses.**

The executive director shall hire a coordinator, who shall serve as coordinator of the Missouri interpreters certification system. The coordinator shall have a background in interpreter testing and interpreting. The salary and office space for the coordinator shall be appropriated to and provided by the commission. The salary of the coordinator shall be paid out of general revenue funds. All other expenses for the administration of sections 209.287 to 209.318 shall be paid from the interpreters fund established in section 209.318.

**209.292 Board's powers and duties--evaluation team to be appointed, qualifications, expenses--removal from team, procedure.**

1. The board shall, with the approval of the commission:
  - (1) Prescribe qualifications for each of the several levels of certification based on proficiency and shall evaluate and certify interpreters using such qualifications;
  - (2) Issue the certificates, bearing the signature of the executive director, necessary to qualify for a license to interpret;
  - (3) Develop a fee scale for interpreting services, pursuant to section 161.405, RSMo;
  - (4) Maintain the quality of interpreting services, pursuant to section 161.405, RSMo, by:
    - (a) Generating ideas for conducting interpreter training workshops to update knowledge and skills; and
    - (b) Suggesting institutions of higher education to provide interpreter training programs;

- (5) Develop specific guidelines for the use of interpreters according to their level of certification and submit the guidelines to the division and copies to be distributed to state departments, agencies, commissions, courts, interpreters and to the public;
  - (6) Develop ethical rules of conduct to be recommended for adoption by the division;
  - (7) Develop fees for application, administration of an evaluation, conversion and certificate renewal, to cover the cost of the certification system and administration;
  - (8) Compile a statewide registry of interpreters by skill level and include recommendations relating to the appropriate selection and utilization of interpreters for the deaf. The registry shall be made available to and recommended for adoption by state commissions, departments and agencies;
  - (9) Develop a conversion system and policy for accepting other certification systems into the certification offered by the Missouri commission for the deaf and hard of hearing;
  - (10) Develop acceptable professional development activities to maintain certification;
  - (11) Investigate and implement the most appropriate testing model for interpreter certification;
  - (12) When necessary, develop an evaluation team, appointed by the commission, to assist in evaluating interpreters;
  - (13) Provide opportunity to hear grievances against the certification process or one of its members using the guidelines established in chapter 621, RSMo.
2. An evaluation team appointed pursuant to subdivision (12) of subsection 1 of this section shall have similar backgrounds to the members of the board. The evaluation team shall serve at the pleasure of the commission. The commission shall reimburse evaluators for actual and necessary expenses incurred in the performance of their official duties and may fairly compensate them. A member of an evaluation team may be removed from the team by the executive director, after notice and an opportunity to be heard, for the following reasons: misconduct, inefficiency, incompetence or neglect of official duties.

**209.295 Rules and regulations, authority to promulgate, duties of commission.**

The commission may promulgate rules and regulations pertaining to, but not limited to:

- (1) The form and content of certification applications and the procedures for filing an application for an initial certification and renewal certification in this state;
- (2) Fees required for the operation of the certification system, including, but not limited to, application fees, evaluation fees, renewal fees, conversion fees or any other fees relating to the certification;
- (3) The certifications recognized as qualifying credentials for initial or conversion certification;
- (4) Establishment of policy and procedure for conversion with other states' certification systems;
- (5) Guidelines for the use of interpreters according to their level of certification;
- (6) Maintenance and upkeep of skills, also known as continuing education or professional development training;
- (7) Minimum educational, training, experience and any necessary and appropriate certifications for interpreter trainers, as well as any necessary continuing education and training requirements for interpreter trainers;
- (8) Any other necessary and proper rules, decision or policy in regard to evaluation, certification and maintaining a certification according to the procedures set forth in chapter 536, RSMo.

**209.297 Applications for certification, content, oath--fee not refundable--applicant to be given date for evaluation.**

1. Applications for certification as an interpreter:

- (1) Shall be submitted in writing to the commission on forms prescribed by the commission and furnished to the applicant;
- (2) Shall satisfactorily evidence the applicant's education, training, experiences, certification, at the time of application, the applicant is eighteen years of age or older and other information as the commission may require;
- (3) Shall contain a statement that it is made under oath or affirmation and that the information contained therein is true and correct to the best knowledge and belief of the applicant and that the applicant is subject to the penalties for making a false affidavit or declaration;



- (4) Shall be accompanied by the required application fee, submitted in a manner as required by the commission and shall not be refundable.
2. When the commission receives the application, the coordinator hired pursuant to section 209.289 shall notify the applicant of the earliest and most appropriate date for the applicant to be evaluated or converted.

**209.299 Evaluations to be held where and when--coordinator to notify applicants of score.**

The board shall schedule evaluations for persons seeking certification, at a central location, at least four times each year in 1995 and 1996, and at least twice a year thereafter, according to the number of applicants seeking certification. As soon as possible after completion of an evaluation, the coordinator shall notify the applicant of his score and level of certification.

**209.302 Eligibility for evaluation.**

An evaluation shall be available to the following, including, but not limited to:

- (1) New interpreters;
- (2) Uncertified, qualified interpreters;
- (3) Certified interpreters, advancing to another certification level;
- (4) An interpreter who is certified by a certification system other than the commission;
- (5) Uncertified interpreters who have not interpreted for one year or more; and
- (6) Interpreter trainers.

**209.305 Evaluations, subjects to be covered--confidentiality of tests and records.**

1. The evaluation shall be an assessment of interpreter's language skills, expressive and receptive skills, professionalism, knowledge of interpreting and ethical practices. Modes of communication that shall be evaluated include, but are not limited to:

- (1) American sign language;
- (2) Tactile sign;
- (3) Language deficient;
- (4) Oral;
- (5) Pidgin Signed English; and
- (6) Any necessary specialized vocabulary, language or mode of communication in popular or regional use among deaf people.

2. The board or an evaluation team shall use testing materials developed by the commission or contracted with a national organization to assess the qualifications of interpreters. All testing materials and records shall be held confidential by the commission.

**209.307 Conflict of interest for board or evaluation team, effect.**

Any member of the board or an evaluation team who has a conflict of interest that may have a direct effect on an evaluation shall excuse himself from the evaluation. The remaining members, not consisting of less than three members, shall assess that individual's performance.

**209.309 Provisional certificates issued when--limitation--requirements --extension granted when.**

The board may offer provisional certification to interpreters achieving a minimal level of certification established by the board. A provisional certification is limited to one year; during such year the interpreter must be reevaluated and achieve the next higher level of certification. If an evaluation slot is not available during the term of the provisional license, the interpreter may be granted an extension. A holder of a provisional certification may only be granted one extension.

**09.311 Fees, how established.**

The commission may charge fees for application, administration of an evaluation, renewal of a certificate, conversion and recordkeeping. The fees shall be in an amount sufficient to cover the costs of the evaluation and certification program.

**209.314 Grievances on evaluation, procedure.**

The commission shall provide an opportunity to hear grievances against the evaluation process or members of the assessment team pursuant to the administrative process in chapter 621, RSMo.

**209.317 Certificate may be suspended, denied or revoked--hearing procedure.**

1. The board may suspend, deny or revoke a certificate if an interpreter:
  - (1) Impersonates another person holding interpreter certification;
  - (2) Allows another person to use the interpreter's certificate;
  - (3) Uses fraud, deception or misrepresentation in the certification process;
  - (4) Harasses, abuses or threatens a member of the board, evaluation team or a support staff person who is administering the system;
  - (5) Intentionally divulges confidential information relating to the certification process, including content, topic, vocabulary, skills or any other testing material;
  - (6) Fails to achieve a minimum satisfactory certification level.
2. The board shall provide that any hearing concerning the denial, suspension or revocation of a certificate shall follow administrative procedures for hearings as provided in chapter 621, RSMo.

**209.318 Fund for certification of interpreters established, purpose--lapse into general revenue when--first fiscal year, board's expenses, how paid.**

1. There is hereby established in the state treasury a fund to be known as the "Missouri Commission for the Deaf and Hard of Hearing Board of Certification of Interpreters Fund". All fees provided for in sections 209.287 to 209.318 shall be collected by the executive director of the commission and shall be transmitted to the department of revenue for deposit in the state treasury to the credit of the Missouri commission for the deaf and hard of hearing board of certification of interpreters fund. Such funds, upon appropriation, shall be disbursed only for payment of expenses of maintaining the board and for the enforcement of the provisions of sections 209.287 to 209.318 and shall not be used to pay the salary of the coordinator hired pursuant to section 209.289. Warrants shall be drawn on the state treasury for payment out of the fund.
2. The provisions of section 33.080, RSMo, to the contrary notwithstanding, money in this fund shall not be transferred and placed to the credit of general revenue until the amount in the fund at the end of the biennium exceeds two times the amount of the appropriation from the fund for the preceding fiscal year. The amount, if any, in the fund which shall lapse is that amount in the fund which exceeds the appropriate multiple of the appropriations from the fund for the preceding fiscal year.
3. The expenses of maintaining the board enforcement of the provisions of sections 209.287 to 209.318 during the first fiscal year shall be paid by the commission from funds appropriated from general revenue for that purpose.

**APPENDIX E**  
**MISSOURI INTERPRETERS CERTIFICATION SYSTEM: ADMINISTRATIVE RULES**

**Title 5—DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  
**Division 100—Missouri Commission for the Deaf and Hard of Hearing**  
**Chapter 200—Board for Certification of Interpreters**

**5 CSR 100-200.010 General Organization**

*PURPOSE: This rule describes the composition, primary duty, record keeping, and meeting procedures of the Board for Certification of Interpreters.*

(1) There is established within the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) a “Board for Certification of Interpreters” (BCI), which shall be composed of five (5) members. The executive director of the MCDHH or his/her designee shall be a nonvoting member of the BCI.

(2) The members of the BCI shall be appointed by the governor with the advice and consent of the senate from a list of recommendations from the MCDHH. The BCI shall elect from its membership a chairperson and a secretary. A quorum of the BCI shall consist of three (3) of its members.

(3) The BCI shall meet not less than two (2) times per year.

(4) By the authority established in sections 209.292(1) and 209.292(2), RSMo, the BCI is the only entity in the state of Missouri with the power to officially evaluate and certify interpreters in order that they may meet the requirements for licensing by the Missouri State Committee of Interpreters. Other powers and duties of the BCI are detailed in section 209.292, RSMo.

(5) The coordinator of the Missouri Interpreters Certification System (MICS) shall be hired by the executive director of the MCDHH, and shall be responsible for implementing policies and decisions of the BCI, maintaining the BCI’s records, and responding to all requests for access to the BCI’s public records.

(6) The public may obtain information from, as well as make submissions to, the BCI by submitting their requests or materials in writing to the MICS coordinator at the MCDHH office.

(A) All public records of the BCI shall be open for inspection and copying by persons in the general public during normal business hours. However, records closed pursuant to section 610.021, RSMo, compiled in connection with the investigation of a complaint against the certification process, or compiled for the purpose of processing applications for certification are confidential and therefore not subject to inspection by the public.

(B) A fee may be charged by the BCI for making copies of its records. See 5 CSR 100-200.150 Fees.

(C) It shall be improper for any BCI member, MCDHH member, or MCDHH staff member to discuss with any person, except members of the BCI, MCDHH, staff of the MCDHH, State Committee of Interpreters, staff of the State Committee of Interpreters, or counsel for any of these agencies, any matter which is confidential, including complaints against the certification process, that is pending before the BCI, MCDHH, State Committee of Interpreters, or the Administrative Hearing Commission.

(7) All meetings of the BCI not closed pursuant to the provisions of section 610.021, RSMo, shall be open to any person in the general public.

(8) Individuals wishing to make a presentation at a BCI meeting must submit their requests in writing to the executive director of the MCDHH a minimum of three (3) working days prior to the meeting.

## **5 CSR 100-200.030 Missouri Interpreters Certification System**

*PURPOSE: This rule describes the basic components of the Missouri Interpreters Certification System, as well as the types and levels of certification issued by the Board for Certification of Interpreters.*

(1) Any individual who practices interpreting in the state of Missouri as defined in 209.285 and 209.321, RSMo, must be certified in the Missouri Interpreters Certification System (MICS), except as allowed by statute.

(2) The Missouri Commission for the Deaf and Hard of Hearing (MCDHH) authorizes the Board for Certification of Interpreters (BCI) to purchase or develop materials to be used as the most appropriate testing materials for certifying interpreters in the state of Missouri.

(3) The MICS has two (2) basic components—a written test and a performance test. A person is required to obtain a passing score on the written test before being allowed to take the performance test.

(A) The written test may cover, but is not limited to:

1. Knowledge of general interpreting procedures and situations;
2. Knowledge of issues and situations facing interpreters;
3. Knowledge of Ethical Rules of Conduct for interpreters; and
4. Knowledge of issues pertaining to deaf and hard of hearing individuals.

(B) The performance test may cover, but is not limited to:

1. Interpreting from spoken English to American Sign Language;
2. Interpreting from American Sign Language to spoken English;
3. Transliterating from spoken English to an English-based sign system; and
4. Transliterating from an English-based sign system to spoken English.

(4) The performance evaluation is the measurement tool used to analyze the performance test and determine the applicant's ability to facilitate communication between deaf or hard of hearing people and persons who are hearing by means of one (1) or more of the skills detailed in subsection (3)(B) above. The MICS performance evaluation standards shall be based upon the testing materials used.

(5) The types and levels of interpreter certification granted by the MICS are Novice, Apprentice, Intermediate, Advanced, Comprehensive, Restricted Certification in Education (K–6), Restricted Certification in Education (7–12), Restricted Certification in Education (General), Provisional Certificate in Education, and the Intern/Practicum Certification.

(A) The Novice and Apprentice certifications are issued for terms of three (3) years.

(B) The Provisional Certificate in Education is issued for a term determined by statute.

(C) The Intern/Practicum Certification is issued for a term specified pursuant to 5 CSR 100-200.085.

(D) All other certifications are permanent.

(6) All MICS certifications are subject to renewal annually pursuant to 5 CSR 100-200.125, provided that the holder commits no violation of any provision of the *Revised Statutes of Missouri* or the *Missouri Code of State Regulations* pertaining to interpreter certification or licensure, with the following exceptions:

(A) The Intern/Practicum Certification;

(B) When the three (3)-year term of a Novice or Apprentice certification expires on or before the annual renewal date; and

(C) The Provisional Certificate in Education, which will be processed for renewal pursuant to 209.321.8, RSMo and 5 CSR 100-200.045.

## **5 CSR 100-200.040 Restricted Certification in Education**

*PURPOSE: This rule outlines how individuals may be granted a Restricted Certification in Education which will allow the holder to interpret only in elementary and secondary educational settings.*

(1) The Restricted Certification in Education (RCED) shall be issued in one (1) of three (3) different formats, an RCED (K–6), RCED (7–12), and RCED (General).

(A) The RCED (K–6) shall be valid only for interpreting in kindergarten through grade six (6) as set forth in 5 CSR 100-200.170.

(B) The RCED (7–12) shall be valid only for interpreting in grades seven (7) through twelve (12) as set forth in 5 CSR 100-200.170.

(C) The RCED (General) shall be valid for interpreting in kindergarten through grade twelve (12) as set forth in 5 CSR 100-200.170.

(2) An RCED may be obtained in one of the following ways:

(A) An RCED (K–6) can be obtained only by conversion pursuant to rule 5 CSR 100-200.100.

(B) An RCED (7–12) can be obtained only by conversion pursuant to rule 5 CSR 100-200.100.

(C) An RCED (General) can be obtained only through performance testing in the Missouri Interpreter Certification System (MICS) as set forth in 5 CSR 100-200.070.

(3) All RCED certificates shall be issued with an appropriate endorsement showing the communication mode in which the recipient is qualified. The communication mode endorsement shall be one (1) of the following:

(A) American Sign Language (ASL)

(B) Pidgin Signed English (PSE)

(C) Signing Exact English (SEE)/Manually Coded English (MCE)

(4) The RCED (General) shall be given based on the applicant's ability to meet the minimum criteria for the Intermediate Certification level in either:

(A) Interpreting from spoken English to American Sign Language and from American Sign Language to spoken English; or

(B) Transliterating from spoken English to an English-based sign system, such as PSE, SEE, or MCE, and from an English-based sign system to spoken English.

(5) An applicant may obtain more than one (1) RCED, with different formats and/or communication mode endorsements, but for each RCED the applicant must submit a new application, pay the appropriate fee(s), and, if required, take the appropriate performance test.

## **5 CSR 100-200.045 Provisional Certificate in Education**

*PURPOSE: This rule outlines how an individual may be granted a Provisional Certificate in Education for interpreting only in preschool, elementary and secondary school settings.*

(1) The board for certification of interpreters shall grant a provisional certificate in education to any applicant who submits an application pursuant to 5 CSR 100-200.050 and meets either of the following criteria:

(A) The applicant possesses a current valid certification in the Missouri Interpreters Certification System at either the novice or apprentice level and holds a valid license issued by the Missouri State Committee of Interpreters to provide interpreting services; or

(B) The applicant has submitted an application for certification in the Missouri Interpreters Certification System and an application for an interpreting license pursuant to sections 209.319 to 209.339, RSMo and has taken the written test and performance test or attests that he or she will complete the certification and licensure applications and take the written test within sixty (60) days following the date of application for a provisional certificate in education and will complete the performance test within sixty (60) days following passage of the written test.

(2) The board shall issue the provisional certificate in education within ten (10) business days following receipt of a complete application.

(3) A provisional certificate issued under subsection (1)(A) of this rule shall be valid for a term of three (3) years and shall be renewed by the board, upon request by the certificate holder, for one (1) additional term of three (3) years if the certificate holder is reevaluated during the first term of issuance and achieves a higher level of certification in the Missouri interpreters certification system.

(4) A provisional certificate issued under subsection (1)(B) of this rule shall be valid for one (1) year and shall be renewed, upon request by the certificate holder, pursuant to section (3) of this rule if the certificate holder is reevaluated during the term of issuance and achieves a certification in the Missouri Interpreters Certification System. Such renewed certificate shall be subject to the term length and renewal provisions of section (3) of this rule.

(5) A provisional certificate in education shall be limited to providing interpreter services in preschool, elementary and secondary school settings or as allowed by any other valid Missouri certification or license held by the individual.

(6) A provisional certificate in education may be revoked by the board if the person makes any misrepresentations or fails to fulfill any commitment made pursuant to subsection (1)(B) of this rule, or violates the provisions of section 209.317 or 209.334, RSMo or breaks any of the ethical rules of conduct for interpreters as established by state rule or fails to obtain the necessary continuing education credits required for certification maintenance.

(7) On or before December 2 of each year, holders of the Provisional Certificate in Education shall submit the CEU processing fee specified in 5 CSR 100-200.150 and verification of compliance with the certification maintenance requirements set forth in 5 CSR 100-200.130 on a form prescribed by the board.

(8) The Temporary Restricted Certification in Education and the Provisional Restricted Certification in Education will automatically be converted to the Provisional Certificate in Education when this rule becomes effective, and the holders of the Temporary Restricted Certification in Education and the Provisional Restricted Certification in Education (PCED) will hold the same rights and responsibilities as holders of the PCED, no more and no less.

## **5 CSR 100-200.050 Application for Interpreter Certification in Missouri**

*PURPOSE: This rule provides information regarding application procedures for interpreter certification in Missouri.*

(1) To be eligible for certification in the Missouri Interpreters Certification System (MICS), each applicant must:

- (A) Be eighteen (18) years of age or older; and
- (B) Hold a high school diploma or its equivalent.

(2) An application for certification must be completed on a form developed by the Board for Certification of Interpreters. Application forms may be obtained by writing to the office of the Missouri Commission for the Deaf and Hard of Hearing.

(3) Applicants for certification must meet the eligibility requirements for the MICS specified in section (1) above. Applicants who do not meet the eligibility requirements will be so informed by a letter of denial, which will indicate the reason(s) for the denial.

(4) An application must be properly completed, notarized, and submitted with the appropriate fee in order for the applicant to be considered for the certification process.

- (5) The completed application must clearly describe the applicant's intent to:
- (A) Obtain a standard MICS certification through written and performance testing;
  - (B) Obtain a Restricted Certification in Education (General) through written and performance testing;
  - (C) Obtain an Intern/Practicum Certification; or
  - (D) Convert certification.

(6) Applicants desiring to take the written test will be responsible for scheduling the date, time and location of their written test with the coordinator. The written test will be waived for individuals requesting reevaluation. See 5 CSR 100-200.070(5) and 5 CSR 100-200.075.

(7) Applicants not available for the written examination within twelve (12) months of the date of their application will forfeit both their application and application fee. Any such applicants will have to reapply as outlined above, and submit a new application along with the appropriate application fee.

### **5 CSR 100-200.060 Written Test**

*PURPOSE: This rule provides information concerning the written test in the Missouri Interpreter Certification System.*

(1) The form, content, method of administration, passing standards, and method of scheduling of written tests in the Missouri Interpreters Certification System (MICS) shall be determined by the Board for Certification of Interpreters (BCI).

(2) MICS written tests for groups of applicants shall be offered at proctor sites throughout the state of Missouri as often as feasible, but not less than two (2) times a year. In addition, the MICS written test may normally be taken by individual applicants at the office of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) on any weekday if it is scheduled with the coordinator at least three (3) days in advance.

(3) All applicants will upon request be informed of the locations of approved proctor sites for taking the MICS written test, as well as relevant contact personnel at those sites.

(4) The written test fee must be received at the MCDHH office prior to applicants being allowed to take the written test.

(5) All applicants failing to appear for a scheduled written test without reasonable prior notice, except in emergencies, will forfeit both their application and their application fee. When reasonable prior notice is given, or failure to appear is due to an emergency, the applicant will be allowed to reschedule their written test for some future time.

(6) All applicants will be notified of their written test results by letter.

(7) All applicants must have a passing score of eighty-five percent (85%) correct or better on the written test in order to qualify for taking the performance test.

(8) Any applicant unable to obtain a passing score on the written test must refrain from retesting for a period of at least six (6) months from the date of their last written test.\* Any such applicant may reapply to take the written test by submitting a new application form along with the appropriate application fee.

\* An amendment to this rule has been filed and will become effective on December 30, 2005. That amendment will reduce the required waiting time for retaking the written test from six (6) months to three (3) months.

## **5 CSR 100-200.070 Performance Test and Evaluation**

*PURPOSE: This rule provides information concerning the performance test and evaluation in the Missouri Interpreters Certification System.*

(1) The form, content, method of administration, passing standards, and method of scheduling of performance tests and evaluations in the Missouri Interpreters Certification System (MICS) shall be determined by the Board for Certification of Interpreters (BCI).

(2) Performance tests may normally be taken by individual applicants at the office of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) on any day of the week if they are scheduled with the coordinator at least thirty (30) days in advance.

(3) The performance test fee of all applicants must be received at the office of the MCDHH at least thirty (30) days prior to the date of their performance test.

(A) If no fee is received, an applicant scheduled for the performance test will not be allowed to take the performance test, and will have to reschedule a new date and time for their performance test.

(B) If the appropriate performance test fee has been received, then failure to appear for a scheduled performance test without reasonable prior notice, except in emergencies, will result in forfeiture of an applicant's performance test fee. When reasonable prior notice is given, or failure to appear is due to an emergency, the applicant will be allowed to reschedule their performance test for some future time.

(4) The coordinator of the MICS will inform all applicants of their evaluation results by letter after the completion of their performance evaluation.

(A) Included with the letter will be a wallet-sized certificate bearing the signature of the executive director of the MCDHH indicating the type or level of certification granted by the evaluators.

(B) A larger certificate suitable for framing and hanging on a wall may be issued if the applicant so desires and pays the appropriate fee.

(5) If the applicant is unable to obtain the minimum score necessary for certification, no certification will be issued. In such an instance:

(A) The applicant may apply to take the performance test again and be reevaluated by scheduling a new performance test date with the MICS coordinator and submitting the proper reevaluation fee;

(B) The applicant may not retake the performance test until at least six (6) months have passed from the date of his/her last performance test; and

(C) In all such cases of reevaluation, the written test will be waived.

## **5 CSR 100-200.075 Voluntary Recertification**

*PURPOSE: This rule outlines the process whereby an interpreter seeking either to recertify as a Novice or Apprentice or to obtain a higher level of certification in the Missouri Interpreters Certification System can volunteer to be reevaluated.*

(1) An interpreter in the Missouri Interpreters Certification System (MICS) can volunteer to have his/her performance retested and reevaluated in order to recertify as Novice or Apprentice or to obtain a higher certification level.

(A) An interpreter can apply for retesting and reevaluation by contacting the coordinator and scheduling the reevaluation performance test.

(B) A reevaluation performance test fee must be submitted at least thirty (30) days prior to the date of the performance test.

1. If no fee is received, an applicant scheduled for a reevaluation performance test will not be allowed to take the reevaluation performance test, and will have to reschedule a new date and time for their reevaluation performance test.



2. If the appropriate reevaluation performance test fee has been received, then failure to appear for a scheduled reevaluation performance test without reasonable prior notice, except in emergencies, will result in forfeiture of an applicant's reevaluation performance test fee. When reasonable prior notice is given, or failure to appear is due to an emergency, the applicant will be allowed to reschedule their reevaluation performance test for some future time without forfeiture of the fee.

(C) In cases of voluntary retesting and re-evaluation, the performance test and reevaluation:

1. Shall have no effect on any permanent certification held by the interpreter other than to possibly qualify the interpreter for a higher level of certification.

2. Shall have no negative effect on the current status of a three (3)-year term certification. If an interpreter that holds a three (3)-year term certification achieves the same or a higher level of certification than that currently held by the interpreter, the Board for Certification of Interpreters shall issue a new certification showing the same or higher level of certification achieved.

(2) An interpreter certified in the MICS may not retake the performance test and be reevaluated until at least six (6) months has passed from the date of his/her last performance test.

(3) An interpreter certified in the MICS shall not be retested and reevaluated unless he/she has submitted completion of continuing education requirements as set forth in 5 CSR 100-200.130.

### **5 CSR 100-200.085 Intern/Practicum Certification**

*PURPOSE: This rule outlines the criteria necessary to obtain Intern/Practicum Certification by students currently enrolled in an accredited Interpreter Training Program.*

(1) Intern/Practicum Certification (IPC) will be granted to a student applicant upon verification of registration in an interpreting practicum or internship course in an Interpreter Training Program (ITP) that is recognized by the Board for Certification of Interpreters (BCI) and housed in a regionally accredited institution of higher education.

(2) The applicant's ITP director/coordinator is responsible for notifying the BCI regarding the effective start and end dates of the IPC.

(3) If the requirements of sections (1) and (2) above are met, a student applicant need only submit the appropriate application form and fee in order to obtain the IPC.

(4) A student with IPC must follow the established guidelines and requirements of their ITP during their interpreting practicum or internship course.

(5) Should a student with an IPC either withdraw from or be denied admission to their interpreter practicum or internship course for any reason, their ITP director/coordinator is responsible for immediately notifying the BCI so that the student's IPC may be revoked.

### **5 CSR 100-200.100 Certification Conversion Procedures**

*PURPOSE: This rule provides information regarding certification conversion procedures.*

(1) Interpreters who have been certified by a certifying entity other than the Missouri Interpreters Certification System (MICS) may apply for conversion of their certification into an MICS certification.

(2) An applicant for certification conversion shall comply with all requirements of the rule established in 5 CSR 100-200.050 for application procedures.

(3) An application for certification conversion shall include:

- (A) A completed application form;
- (B) A copy of any current and unexpired certification from the previous certifying entity that indicates a level, category or ranking of interpreting skill;
- (C) An authorization form signed by the applicant for release of information from the previous certifying entity; and
- (D) The appropriate conversion fee.

(4) The authorization for release of information must include the name, address, and phone number of the previous certifying entity in order for the Board for Certification of Interpreters, if needed, to obtain:

- (A) Evaluation results;
- (B) Passing criteria;
- (C) Relevant statutes, codes, and policies concerning the applicable certification; and
- (D) Description of testing materials, including:
  - 1. Pass/fail, levels, single-level or dual-level certification;
  - 2. Minimum passing score or minimum passing scores for each level;
  - 3. Requirements for evaluators or composition of the evaluation team;
  - 4. Assessment of receptive and expressive skills in the areas of both interpreting and transliterating; and
  - 5. Scoring or rating method.

(5) Conversion into the appropriate certification level of the MICS shall be based on a comparison of the evaluation systems, and, if needed, specific information received from the previous certifying entity's evaluation system, as outlined in section (4) above, will be compared with the MICS. As a result of the comparison, an applicant for conversion may be granted a lower, similar, or higher certification in the MICS than from the previous certifying entity.

(6) An application for certification conversion may be denied because of either incompatibility of the evaluation systems or insufficient information from either the applicant or the previous certifying entity as outlined in sections (3) and (4) of this rule. If an application for conversion is denied, the applicant will be notified of the denial by letter, and will be required to take both the written test and the performance test in order to be certified in the MICS.

## **5 CSR 100-200.125 Certification Renewal**

*PURPOSE: This rule outlines the procedures for filing for renewal of certifications in the Missouri Interpreters Certification System.*

(1) All holders of certifications in the Missouri Interpreters Certification System shall renew their certifications annually by submitting the following items to the Board for Certification of Interpreters on or before sixty (60) days prior to the licensing date established by the Missouri State Committee of Interpreters:

- (A) Renewal form;
- (B) A completed Continuing Education Unit (CEU) form accompanied by supporting documentation as required by 5 CSR 100-200.130;
- (C) Renewal fee; and
- (D) CEU processing fee.

(2) This rule does not apply to holders of the three (3)-year term certifications of Novice and Apprentice when those certifications expire on or before the annual renewal date.

(3) This rule does not apply to holders of the nonrenewable Intern/Practicum Certification discussed in 5 CSR 100-200.085.

## 5 CSR 100-200.130 Certification Maintenance

*PURPOSE: This rule provides information regarding the minimum requirements for certification maintenance in the Missouri Interpreters Certification System.*

(1) Annual participation in a continuing education program is required for interpreters certified in the Missouri Interpreters Certification System (MICS). This program involves study and performance options which must have prior approval from the Board for Certification of Interpreters (BCI) and which fulfill the requirements for certification maintenance in the MICS. This program may include seminars, lectures, conferences, workshops, extension study, correspondence courses, teaching, mentorship, self-study and other options, all of which must be approved by the BCI and must be related to interpreting.

(A) Program options may provide for evaluation methods to assure satisfactory completion by participants.

(B) The BCI shall ensure that persons responsible for the delivery or content of program options are qualified in the subject matter by education, experience and expertise.

(C) Presentations or program options offering MICS Continuing Education Units (CEUs) may be approved through any of the following methods:

1. All presentations and workshops offered by an Interpreter Training Program (ITP) recognized by the BCI and housed in an accredited institution of higher education will automatically be approved for MICS CEUs;

2. All presentations and workshops that give attendees CEUs approved by the Registry of Interpreters for the Deaf (RID) will automatically be approved for MICS CEUs;

3. MICS CEUs will be given for undergraduate or graduate studies related to interpreting in any regionally accredited institution of higher education. Satisfactory proof of course completion, as required by the BCI, must be submitted in order for CEUs to be granted. The following hourly equivalents will be used by the BCI in issuing course-related MICS CEUs:

A. 3 college credit hour course = 10 contact hours;

B. 2 college credit hour course = 6 contact hours; and

C. 1 college credit hour course = 3 contact hours.

4. The BCI may approve continuing education presentations and program options other than those offered by an ITP or the RID if they meet the following criteria prior to the event:

A. Application should be submitted not less than thirty (30) days prior to the event. Applications received less than thirty (30) days in advance cannot be guaranteed notification of approval.

B. Application to the BCI for approval shall be made on forms developed by the BCI. The application shall require detailed information relating to administration and organization, teaching staff, education content and development, methods of delivery, length of education activities, targeted skill level of interpreters, facilities and method of evaluation;

(D) With adequate documentation to the BCI, any interpreter whose primary responsibility is not the education of interpreters who leads, instructs or lectures to groups of interpreters or others on topics related to interpreting in organized continuing education or in-service programs shall be granted MICS CEUs for the time expended during actual presentation. Approval must be requested using procedures outlined in paragraph (1)(C)4 above. MICS CEUs for the same presentation in the same town will be allowed only once during a year;

(E) Any interpreter whose responsibility is the education of interpreters shall be granted MICS CEUs only for time expended in leading, instructing, or lecturing to groups of interpreters or others on topics related to interpreting in an organized continuing education or in-service program outside his/her formal responsibilities in a learning institution. Approval must be requested using procedures outlined in paragraph (1)(C)4 above. MICS CEUs for the same presentation in the same town will be allowed only once during a year.

(2) One (1) contact hour earns one-tenth (0.1) MICS CEU.

(3) An interpreter shall be required to earn one and two-tenths (1.2) CEUs annually for certification maintenance in the MICS. Contact hours earned in another state will be accepted by the BCI provided that the hours acquired can be documented. The twelve (12)-month period for annually earning CEUs will end ninety (90) days prior to the licensing deadline.

(4) Providers will give evaluation forms to participants to be submitted with final reports.

(5) Proof of completion of continuing education requirements shall be provided by interpreters to the BCI by submitting annually a completed CEU form approved by the BCI, proper documentation, and the CEU processing fee, on or before sixty (60) days prior to the licensing deadline. Proper documentation shall include one (1) or more of the following:

- (A) Certificate(s) of completion;
- (B) Letter(s) from providers stating date of attendance and program; and
- (C) Transcript(s) (if available).

(6) The BCI will review and verify all MICS CEUs claimed on the CEU forms submitted. After verification, the BCI will notify the State Committee of Interpreters of the number of CEUs interpreters have earned for the year.

(A) Failure to submit a CEU form with verifiable MICS CEUs, proper documentation, and the CEU processing fee by the sixty (60) days CEU deadline will result in an interpreter's certification not being renewed, and the State Committee of Interpreters will be appropriately notified of the interpreter's failure to renew certification.

(B) If an interpreter's certification is not renewed because of failure to obtain adequate MICS CEUs, the interpreter may apply for reinstatement by submitting a completed CEU form, proper documentation, the CEU processing fee, and the reinstatement fee.

(7) The BCI may elect to audit any interpreter to assess the authenticity and validity of contact hours submitted.

(8) CEUs may be earned in any area or for any activity related to interpreting, with the prior approval of the BCI, including, but not limited to, the following:

(A) Culture:

- 1. Sociolinguistics;
- 2. Deaf culture;
- 3. American culture;
- 4. Multi-culture;
- 5. Cross-culture; and
- 6. Contextualization;

(B) Skills Development:

- 1. Receptive skill development;
- 2. Expressive skill development;
- 3. American sign language (ASL) skills (grammar, syntax, etc.);
- 4. English skills (grammar, syntax, etc.);
- 5. Deaf/Blind interpreting;
- 6. Oral interpreting;
- 7. Cued Speech interpreting;
- 8. Minimal Language Skills (MLS) interpreting; and
- 9. Communication modes;

(C) Trends/Issues in the Interpreting Profession:

- 1. Current issues relating to the profession;
- 2. Theories of interpreting; and
- 3. Ethical Rules of Conduct;

(D) Specialized Skills:

- 1. Legal setting;
- 2. Medical setting;
- 3. Mental Health setting;
- 4. Educational setting;
- 5. Performing Arts setting;
- 6. Rehabilitation setting;

- 7. Governmental setting; and
- 8. Technical setting;
- (E) Instruction:
  - 1. Mentorship;
  - 2. Independent study;
  - 3. Presenting a workshop; and
  - 4. College credit course work.

## **5 CSR 100-200.140 Name and Address Change**

*PURPOSE: This rule outlines the requirement for interpreters certified in the Missouri Interpreters Certification System to notify the Missouri Commission for the Deaf and Hard of Hearing of any changes in name or address.*

- (1) Interpreters who hold a certification in the Missouri Interpreters Certification System shall always ensure that the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) has their current legal name and address on file.
- (2) An interpreter whose name has legally changed shall inform the MCDHH of that name change in writing within thirty (30) days of the effective date of change, and provide a copy of the appropriate document verifying the name change.
- (3) An interpreter whose address has changed shall inform the MCDHH of that address change in writing within thirty (30) days of the effective date of change.

## **5 CSR 100-200.150 Fees**

*PURPOSE: The following schedule outlines the fees required for various processes and services in the Missouri Interpreters Certification System.*

- (1) The following fees are established by the Missouri Commission for the Deaf and Hard of Hearing for various processes and services in the Missouri Interpreters Certification System (MICS):
 

(A) Application Fee	\$ 10.00
(B) Written Test Fee	\$ 25.00
(C) Performance Test Fee	\$125.00
(D) Reevaluation Fee	\$125.00
(E) Conversion Fee	\$ 50.00
(F) Reinstatement Fee	\$ 50.00
(G) Late Fee	\$ 30.00
(H) CEU Processing Fee	\$ 10.00
(I) Duplicate Certificate Fee	\$ 5.00
(J) Renewal Fee	\$ 5.00
(K) Wall Certificate Fee	\$ 10.00
(L) Intern/Practicum Certification Fee	\$ 10.00
(M) Provisional Certificate in Education Fee	\$ 50.00
(N) Photocopies/Printouts Fee (per page)	\$ 0.10

- (2) All fees for MICS certification processes and services are nonrefundable.
- (3) Payment of all fees must be made in the form of either a cashier's check or money order made payable to "MCDHH/BCI Fund." No personal checks or cash will be accepted.
- (4) The provisions of this rule are declared severable. If any fee fixed by this rule is held invalid by a court of competent jurisdiction or by the Administrative Hearing Commission, the other fees provided for in this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction or by the Administrative Hearing Commission.

## 5 CSR 100-200.170 Skill Level Standards

*PURPOSE: This rule provides standards concerning the certification levels appropriate for interpreters to practice in various interpreting settings.*

(1) Interpreters should accept, refuse or withdraw from assignments based upon their experience, capability and certification level.

(2) Interpreters should prove their certification level upon request of any consumer by showing their certification documentation.

(3) These standards are developed to protect the health, welfare and safety of consumers. These standards are not intended to be all-inclusive regarding potential interpreting assignments. The standards show both consumers and interpreters the skill levels that are appropriate for interpreting in various settings. Should questionable areas of practice arise, see 4 CSR 232-3.010.

(4) For the purpose of this rule, certifications in the Missouri Interpreters Certification System are referred to as follows:

(A) Comprehensive Certification	= Com
(B) Advanced Certification	= Adv
(C) Intermediate Certification	= Int
(D) Apprentice Certification	= App
(E) Novice Certification	= Nov
(F) Restricted Certification in Education (K-6)	= RCED (K-6)
(G) Restricted Certification in Education (7-12)	= RCED (7-12)
(H) Restricted Certification in Education (General)	= RCED (Gen)
(I) Provisional Certificate in Education	= PCED

(5) For the purpose of this rule, certifications issued by the Registry of Interpreters for the Deaf (RID) and recognized by the Board for Certification of Interpreters (BCI) pursuant to 209.322(1), RSMo are referred to as follows:

(A) Comprehensive Skills Certificate (CSC)	= Adv
(B) Certificate of Interpreting / Certificate of Transliterating (CI/CT)	= Adv
(C) Certified Deaf Interpreter (CDI)	= CDI

(6) For the purpose of this rule, certifications issued by the National Association of the Deaf (NAD) and recognized by the BCI pursuant to 209.322(2), RSMo are referred to as follows:

(A) NAD level 5	= Com
(B) NAD level 4	= Adv
(C) NAD level 3	= Int

(7) Effective July 1, 2003, the standards set forth in sections (6) through (13) are established for the use and guidance of interpreters in Missouri. Interpreters practicing interpreting in the settings specified below should hold one of the certifications listed as appropriate for interpreting in those settings.

### (8) Legal Setting

### Appropriate Certifications

(A) Criminal (Felony).....	Com/CDI
1. Arraignment	
2. Post bond	
3. Pre-Trial release	
4. Attorney conference	
5. Judicial proceedings	
6. Courtroom	
7. Deposition	

- 8. Testimony
- 9. Grand jury
- 10. Jury duty
- (B) Criminal (Misdemeanor).....Com/Adv/CDI
  - 1. Arraignment
  - 2. Post bond
  - 3. Pre-Trial release
  - 4. Attorney conference
  - 5. Judicial proceedings
  - 6. Courtroom
  - 7. Deposition
  - 8. Testimony
  - 9. Grand jury
  - 10. Jury duty
- (C) Civil (Major).....Com/Adv/CDI
  - 1. Attorney conference
  - 2. Civil court proceedings
  - 3. Lawsuit
  - 4. Contested divorce
  - 5. Peace bond/restraining order
  - 6. Contested wills and trusts
  - 7. Bankruptcy
- (D) Civil (Minor).....Com/Adv/CDI
  - 1. Traffic court
  - 2. Small claims court
  - 3. Attorney conference
  - 4. Civil court proceedings
  - 5. Uncontested divorce
  - 6. Wills and trusts
- (E) Juvenile Court and Family Court.....Com/CDI
  - 1. Child abuse/welfare
  - 2. Child adoption
  - 3. Child custody
  - 4. Termination of parental rights
  - 5. Crimes by children under age 17
- (F) Legal Consultation/Advice .....Com/Adv/CDI
  - 1. Any consultation given by an attorney
- (G) Law Enforcement.....Com/CDI
  - 1. Arrest and process
  - 2. Post bond
  - 3. Confession
  - 4. Interrogation
  - 5. Investigation
  - 6. Witness interview
  - 7. Crisis intervention
- (H) Law Enforcement Education Programs.....Com/Adv/Int/CDI
  - 1. Any program that promotes safety, protection, and prevention by federal, state, county, or local law enforcement agencies
- (I) Correctional.....Com/Adv/CDI
  - 1. Probation/parole meeting
  - 2. Disciplinary hearing
  - 3. Parole hearing
  - 4. Inmate evaluation/assessment

(J) Correctional Education/Rehabilitation Programs.....	Com/Adv/Int/CDI
1. Any program for the education or rehabilitation of inmates in a correctional system.	
<b>(9) Medical Setting</b>	<b>Appropriate Certifications</b>
(A) Medical (Serious).....	Com/CDI
1. Emergency room	
2. Any complicated surgery and medical procedure	
3. Life-threatening health problem	
4. Obstetrics	
(B) Medical (Routine).....	Com/Adv/CDI
1. Offices and clinics of doctors of medicine	
2. Offices and clinics of dentists	
3. Offices and clinics of chiropractors	
4. Offices and clinics of optometrists	
5. Offices and clinics of audiologists/speech pathologists	
6. Offices and clinics of dietitians/nutritionists	
7. Visiting health care provider (nurse, doctor, therapist)	
8. Hospital (Nonthreatening)	
(C) Nursing and Personal Care Facilities.....	Com/Adv/Int/CDI
1. Convalescent homes	
2. Nursing homes	
3. Home health care services	
4. Hospice	
(D) Community Health Education.....	Com/Adv/Int/App/CDI
1. Any self-help program relating to health/well-being	
2. Any program or activity in the community for the public, offered by hospitals/clinics and private medical organizations that promotes health/well-being.	
<b>(10) Mental Health Setting</b>	<b>Appropriate Certifications</b>
(A) Mental Health (Serious) .....	Com/CDI
1. Mental hospitals	
2. Psychiatric hospitals	
3. Psychiatric units within hospitals	
4. Crisis intervention	
(B) Mental Health (Clinical—Routine).....	Com/Adv/CDI
1. Offices and clinics of psychiatric social workers	
2. Offices and clinics of psychiatrists	
3. Offices and clinics of psychologists	
4. Offices and clinics of psychotherapists	
5. Offices and clinics of counselors	
(C) Mental Health (Non-Clinical—Routine).....	Com/Adv/Int/CDI
1. Alcoholics anonymous program	
2. Narcotics anonymous program	
3. Any 12-step program and self-help program relating to mental health and/or well-being	
4. Treatment planning meeting	
5. Residential care facility	
6. Group home	
(D) Transition Service .....	Com/Adv/Int/App/CDI
1. Independent living skills	
2. Job coaching	



<b>(11) Education Setting</b>	<b>Appropriate Certifications</b>
(A) Preschool.....	Com/Adv/Int/RCED (K–6)/RCED(Gen)/CDI/PCED
(B) Academic (Kindergarten–Grade 6).....	Com/Adv/Int/RCED (K–6)/RCED(Gen)/CDI/PCED
(C) Academic (Grade 7–Grade 12).....	Com/Adv/Int/RCED (7–12)/RCED (Gen)/CDI/PCED
(D) Academic (Post Secondary).....	Com/Adv/Int/CDI
1. Colleges, Universities and Professional Schools	
2. Junior Colleges and Technical Institutes	
3. Continuing Education	
4. Adult Basic Education	
(E) Educational Assessment.....	Com/Adv/Int/CDI
1. Psychological Testing	
2. Language Testing	
3. Developmental Testing	
4. Intelligence Testing	
(F) Educational Conferences.....	Com/Adv/Int/CDI
1. Individualized Education Plan Conference	
2. Parent/Teacher Conference	
3. Parent/School Administrator Conference	
(G) Professional Development.....	Com/Adv/Int/CDI
1. Conferences	
2. Seminars	
3. Workshops	
4. Training	
(H) Community Education.....	Com/Adv/Int/App/CDI
1. Any program or activity offered by schools, colleges or universities in the community that promotes learning.	
<b>(12) Employment Setting</b>	<b>Appropriate Certifications</b>
(A) Employment Actions.....	Com/Adv/CDI
1. Interview	
2. Hiring/firing	
3. Disciplinary	
(B) Employment Maintenance.....	Com/Adv/Int/CDI
1. Staff meetings	
2. Employee/employer meetings	
3. Safety workshops	
4. Training/seminars/workshops	
5. Performance appraisal	
6. Union meeting	
(C) Vocational Training.....	Com/Adv/Int/App/CDI
1. Job training	
2. Job coach	
3. Vocational counseling	
4. Vocational assessment	
5. Any training/workshop promoting employment	
<b>(13) Financial Setting</b>	<b>Appropriate Certifications</b>
(A) Purchasing.....	Com/Adv/Int/CDI
1. Real estate	
2. Insurance	
(B) Financial Management.....	Com/Adv/Int/CDI
1. Credit counseling	
2. Repossession	
3. Major loans	

4. Retirement
5. Tax preparation

<b>(14) Government Setting</b> (Federal, State, City, County)	<b>Appropriate Certifications</b>
(A) Administrative Proceedings/Hearings (Non-Legal).....	Com/Adv/CDI
1. Filing complaint	
2. Investigation	
3. Testimony	
4. Hearing	
5. Appeal	
6. Audit	
(B) Social Services.....	Com/Adv/CDI
1. Any Division of Youth Services activity	
2. Any Division of Family Services activity	
(C) Public Meeting.....	Com/Adv/Int/CDI
1. Agency/board/commission/council meeting	
2. Legislative assembly	
3. Individuals meeting with public official	
(D) Benefits/ Services.....	Com/Adv/Int/App/CDI
1. Food stamps	
2. Drivers' license testing	
3. Voter registration	
4. Welfare	
5. Social Security	
6. Unemployment benefits	
7. Medicare/Medicaid	
8. Any type of governmental benefits or services	
(E) Recreational/education programs.....	Com/Adv/Int/App/Nov/CDI
1. Federal and state parks	
2. Missouri history	
3. Conservation	
4. National resources	
5. Energy saver	
6. Environment	
7. Natural disaster awareness	
8. Public awareness	
9. Recreational activities	
10. Any program or activity offered by a public entity to increase the public's awareness of government, safety, health, economics, appreciation, protection, etc.	
<b>(15) Entertainment Setting</b>	<b>Appropriate Certifications</b>
(A) Performing Arts (Unrehearsed).....	Com/Adv/Int/App/CDI
1. Theaters	
2. Concerts	
3. Comedy shows	
4. Magic shows	
5. Any type of stage performance	
(B) Performing Arts (Rehearsed).....	Com/Adv/Int/App/Nov/CDI
1. Theaters	
2. Concerts	
3. Comedy shows	
4. Magic shows	
5. Any type of stage performance	
(C) Social Activities .....	Com/Adv/Int/App/Nov/CDI
1. Festivals	
2. Fairs	

3. Sport leagues
4. Sight-seeing tours
5. Rodeos
6. Circuses
7. Recitals
8. Carnivals
9. Amusement parks
10. Camps
11. Any type of activity for entertainment purposes only

## **5 CSR 100-200.180 Grievance Procedure and Appeal Rights**

*PURPOSE: This rule outlines the grievance procedure and appeal rights for formal complaints against the Missouri certification process.*

(1) Applicants for certification may file a grievance against the Missouri certification process by filing a complaint in writing with the Board for Certification of Interpreters (BCI) at the office of the Missouri Commission for the Deaf and Hard of Hearing (MCDHH) within thirty (30) days after the coordinator of the Missouri Interpreters Certification System (MICS) mails notice to the applicant of the applicant's certification evaluation results or of the denial of a certification to the applicant.

(A) All complaints must contain a detailed explanation of the reason(s) for the complaint, the full name, address, and telephone number of the person making the complaint, a statement of what action the complainant is requesting to be taken by the BCI and/or the MCDHH, and the written signature of the person making the complaint.

(B) Complaints may be filed by mail, by facsimile transmission followed by hard copy within ten (10) days of the transmission, or by other delivery to the MCDHH office.

(C) All complaints will be acknowledged in writing by the MICS coordinator within ten (10) days after being received.

(2) All complaints shall first be reviewed and evaluated by the BCI.

(A) At the direction of the BCI, or on his/her own initiative, the MICS coordinator shall contact the complainant and request any further information that is deemed necessary by either the coordinator or the BCI. The MICS coordinator or the BCI may also conduct an independent investigation of the issues raised in the complaint.

(B) The BCI shall evaluate the complaint and make a determination based on the facts of the situation.

(C) The person filing the complaint shall be notified in writing of the BCI's determination.

(D) Such notification shall inform the person filing the complaint of their right to appeal that decision to the MCDHH.

(3) Within thirty (30) days after the BCI mails notice of its determination to the person filing the complaint, the complainant may appeal the BCI's decision by filing a written request for review with the MCDHH.

(A) Any such appeal must contain a detailed explanation of the reason(s) for the appeal, the full name, address, and telephone number of the person making the appeal, a statement of what action the complainant is requesting to be taken by the MCDHH, and the written signature of the person making the appeal.

(B) Any such appeal may be filed by mail, by facsimile transmission followed by hard copy within ten (10) days of the transmission, or by other delivery to the MCDHH office.

(4) The MCDHH shall hold a hearing pursuant to the administrative procedures set forth in Chapter 536, RSMo, as such are adopted by section 621.135, RSMo.

(A) After a hearing, the MCDHH shall evaluate the appeal and make a determination based on the facts of the situation.

(B) The person filing the appeal shall be notified in writing of the MCDHH's determination.

(5) The complainant may file an appeal of the MCDHH's decision pursuant to section 536.100, RSMo, as such is adopted by section 621.135, RSMo. The MCDHH's notification to the complainant of its decision shall inform the complainant of his/her right to appeal that decision pursuant to section 536.100, RSMo.

(6) Information regarding formal complaints and appeals will be kept confidential by all members of the BCI, MCDHH, and staff of the MCDHH, insofar as confidentiality is required and allowed by law.

### **5 CSR 100-200.210 Reinstatement**

*PURPOSE: This rule establishes requirements for reinstatement in the Missouri Interpreters Certification System of certifications that have been suspended, revoked, or lapsed for failure to renew.*

(1) The holder of a certification issued pursuant to sections 209.285 through 209.318, RSMo, whose certification has been suspended, or which has not been renewed because of noncompliance with the certification maintenance requirements detailed in 5 CSR 100-200.130, may apply for reinstatement of his/her certification.

(2) All applicants for reinstatement must complete the necessary application form and pay the required fee(s) in order to be considered for reinstatement.

(3) Upon application, the certification of a person whose certification has been suspended shall be reinstated in full upon expiration of the suspension period, payment of the reinstatement fee, and satisfaction of all certification maintenance requirements during the period of suspension as specified in 5 CSR 100-200.130.

(4) The Board for Certification of Interpreters (BCI) will automatically reinstate the certification of any interpreter whose certification was not renewed for failure to comply with certification maintenance requirements upon evidence to the BCI of the following:

(A) Completion of one and two-tenths (1.2) Missouri Interpreters Certification System continuing education units for every applicable year as set forth in 5 CSR 100-200.130; and

(B) Payment of all required fees and penalties, which have not been paid previously, for any periods during which the applicant practiced interpreting while the applicant's certificate was suspended or not renewed.

(5) A person whose certification was not renewed because of failure to comply with certification maintenance requirements shall have a maximum of one (1) year from the date the renewal form was due to reinstate their certification. If such an interpreter's certification is not reinstated within one (1) year after the renewal deadline, then that interpreter must apply for their certification anew, and must follow the procedures for application (5 CSR 100-200.050), taking the written test (5 CSR 100-200.060) and taking the performance test (5 CSR 100-200.070).

(6) Any applicant for reinstatement will be notified in writing of the reinstatement decision.

### **5 CSR 100-200.220 Revocation**

*PURPOSE: This rule describes how an interpreter's certification may be revoked by the Board for Certification of Interpreters, and what an interpreter must do to regain certification after revocation.*

(1) The Board for Certification of Interpreters may revoke an interpreter's certification in the Missouri Interpreters Certification System (MICS) if that interpreter engages in any of the actions specified in 209.317(1), RSMo.

(2) An interpreter shall be given written notice that his/her certification has been revoked, and shall be informed in that notice of their right to request a hearing to appeal the revocation decision.

(3) The board shall provide that any such hearing concerning revocation of a certificate shall follow administrative procedures for hearings as provided in Chapter 536, RSMo.

(4) If an interpreter's certification is revoked by the board, that interpreter cannot apply for reinstatement of their certification. Rather, they can only regain certification by beginning the certification process anew, and must follow the procedures for application (5 CSR 100-200.050), taking the written test (5 CSR 100-200.060) and taking the performance test (5 CSR 100-200.070).

(5) A person whose certification has been revoked must wait no less than one (1) year from the date of revocation before they can again apply for certification.

**Appendix F**  
**STATE COMMITTEE OF INTERPRETERS: STATUTE**  
**(MISSOURI REVISED STATUTES)**

**209.319 State committee of interpreters to be established in division of professional registration, appointment, qualifications, terms, compensation--vacancies--quorum--meetings.**

1. There is hereby established in the division of professional registration the "Missouri State Committee of Interpreters", which shall consist of seven members, including two public members. At least one of the public members shall be deaf. The committee members shall be appointed by the governor with the advice and consent of the senate. Each member of the committee shall be a citizen of the United States and a resident of this state and, except as provided in subsections 2 and 3 of this section, shall be licensed as an interpreter by this state.
2. The initial interpreter appointments made to the committee shall be made from interpreters who have voluntarily registered with the Missouri commission for the deaf and hard of hearing. In making the initial appointments to the committee, the governor shall stagger the terms of the appointees so that two members serve initial terms of two years, two members serve initial terms of three years, two members serve initial terms of four years and one member serves an initial term of one year.
3. At the time of appointment the public members shall be United States citizens, Missouri residents for a period of one year, registered voters, persons who are not and never were members of any profession licensed or regulated pursuant to sections 209.285 to 209.339, persons who do not have and never have had a material financial interest in providing interpreting services or persons who do not have and never have had a financial interest in an activity or organization directly related to interpreting.
4. Members shall be appointed to serve four-year terms. No person shall be eligible for reappointment who has served as a member of the committee for eight or more years. The membership of the committee shall reflect the differences in levels of certification, work experience and education. Not more than two interpreter educators shall be members of the committee at the same time.
5. A vacancy in the office of a member shall be filled by appointment by the governor for the remainder of the unexpired term. The governor may remove a committee member for misconduct, inefficiency, incompetence or neglect of his or her official duties after giving the committee member written notice of the charges against the committee member and an opportunity to be heard.
6. Each member of the committee shall receive as compensation an amount set by the committee not to exceed fifty dollars for each day devoted to the affairs of the committee and shall be reimbursed for necessary and actual expenses incurred in the performance of his or her official duties.
7. The committee shall hold an annual meeting at which it shall elect from its membership a chairperson and a secretary. The committee may hold such additional meetings as may be required in the performance of its duties. A quorum of the committee shall consist of four of its members.
8. The staff for the committee shall be provided by the director of the division of professional registration.
9. The committee may sue and be sued in its official name and shall have a seal which shall be affixed to all certified copies of records and papers on file and to such other instruments as the committee may direct. All courts shall take judicial notice of such seal. Copies of records and proceedings of the committee and of all papers on file with the division on behalf of the committee certified under the seal shall be received as evidence in all courts of record.

**209.321 License required to practice interpreting--certain professions exempt--practice to be limited to training and education--not considered interpreting, when--out-of-state licensees, temporary interpreting permitted--provisional licensure, criteria.**

1. No person shall represent himself or herself as an interpreter or engage in the practice of interpreting as defined in section 209.285 in the state of Missouri unless such person is licensed as required by the provisions of sections 209.319 to 209.339.
2. A person registered, certified or licensed by this state, another state or any recognized national certification agent, acceptable to the committee that allows that person to practice any other occupation or profession in this state, is not considered to be interpreting if he or she is in performance of the occupation or profession for

which he or she is registered, certified or licensed. The professions referred to in this subsection include, but are not limited to, physicians, psychologists, nurses, certified public accountants, architects and attorneys.

3. A licensed interpreter shall limit his or her practice to demonstrated areas of competence as documented by relevant professional education, training, experience and certification. An interpreter not trained in an area shall not practice in that area without obtaining additional relevant professional education, training and experience through an acceptable program as defined by rule by the Missouri commission for the deaf and hard of hearing.

4. A person is not considered to be interpreting pursuant to the provisions of this section if, in a casual setting and as defined by rule, a person is acting as an interpreter gratuitously or is engaged in interpreting incidental to traveling.

5. A person is not considered to be interpreting pursuant to the provisions of this section if a person is engaged as a telecommunications operator providing deaf relay service or operator services for the deaf.

6. A person is not considered to be interpreting under the provisions of this section if the person is currently enrolled in an interpreter training program which has been accredited by a certifying agency and approved by the committee. The training program shall offer a degree in interpreting from an accredited institution of higher education. Persons exempted under this provision shall engage only in activities and services that constitute part of a supervised course of study and shall clearly designate themselves by a title of the student, practicum student, student interpreter, trainee, or intern.

7. A person holding a current certification of license from another state or recognized national certification system deemed acceptable by the committee is not considered to be interpreting as defined in this chapter when temporarily present in the state for the purpose of providing interpreting services for a convention, conference, meeting, professional group, or educational field trip.

8. (1) The board for certification of interpreters shall grant a provisional certificate in education for any applicant who meets either of the following criteria:

(a) The applicant possesses a current valid certification in the Missouri interpreters certification system at either the novice or apprentice level and holds a valid license to provide interpreting services; or

(b) The applicant has submitted an application for certification in the Missouri interpreters certification system and an application for an interpreting license pursuant to sections 209.319 to 209.339 and has taken the written test and performance test or attests that he or she will complete the certification and licensure applications and take the written test within sixty days following the date of application for a provisional certificate in education and will complete the performance test within sixty days following passage of the written test.

(2) The board shall issue the provisional certificate in education within ten business days following receipt of a complete application.

(3) A provisional certificate issued under paragraph (a) of subdivision (1) of this subsection shall be valid for a term of three years and shall be renewed by the board, upon request by the certificate holder, for one additional term of three years if the certificate holder is reevaluated during the first term of issuance and achieves a higher level of certification in the Missouri interpreter certification system.

(4) A provisional certificate issued under paragraph (b) of subdivision (1) of this subsection shall be valid for one year and shall be renewed, upon request by the certificate holder, pursuant to subdivision (3) of this subsection if the certificate holder is reevaluated during the term of issuance and achieves a certification in the Missouri interpreter certification system. Such renewed certificate shall be subject to the term length and renewal provisions of subdivision (3) of this subsection.

(5) A provisional certificate in education shall be limited to providing interpreters services in preschool, elementary and secondary school settings or as allowed by any other valid Missouri certification or license held by the individual.

(6) A provisional certificate in education may be revoked by the board if the person makes any misrepresentations or fails to fulfill any commitment made pursuant to paragraph (b) of subdivision (1) of this subsection, or violates the provisions of section 209.317 or 209.334 or breaks any of the ethical rules of conduct for interpreters as established by state rule or fails to obtain the necessary continuing education credits required for certification maintenance.

**209.322 Certificates recognized by the board.**

The board shall recognize the following certificates:

- (1) National Registry of Interpreters for the Deaf (NRID) certificates, which include Comprehensive Skills Certificate (CSC), Certificate of Interpreting/Certificate of Transliteration (CI/CT) and Certified Deaf Interpreter (CDI);
- (2) National Association of the Deaf (NAD) certificate levels 3, 4 and 5; and
- (3) A provisional public school certificate.

**209.323 License application forms, content, oath, fee not refundable, qualifications, licenses expire, when--reinstatement procedure--replacement of license lost or destroyed.**

1. Applications for licensure as an interpreter shall be submitted to the division on forms prescribed by the division and furnished to the applicant. The application shall contain the applicant's statements showing the applicant's education, certification by either the National Registry of Interpreters for the Deaf, National Association of the Deaf or Missouri Interpreter Certification System and such other information as the division may require. Each application shall contain a statement that it is made under oath or affirmation and that the information contained in the application is true and correct to the best knowledge and belief of the applicant, subject to the penalties, as provided in sections 209.319 to 209.339, for the making of a false affidavit or declaration. Each application shall be accompanied by the required application fee. The application fee must be submitted in a manner as required by the committee and shall not be refundable. The applicant must be eighteen years of age or older.
2. Each license issued pursuant to the provisions of sections 209.319 to 209.339 shall expire on the renewal date. The division shall mail a renewal notice to the last known address of each licensee prior to the license renewal date. The license will expire and renewal may be denied upon failure of the licensee to provide the division with the information required for renewal including but not limited to satisfactory evidence of current certification or to pay the required renewal fee within sixty days of the license renewal date. The license may be reinstated within two years after the renewal date, if the applicant applies for reinstatement and pays the required license renewal fee plus a delinquency fee as established by the committee and provides evidence of current certification.
3. Except as provided in section 209.321, the committee with assistance from the division shall issue or renew a license to each person who files an application and fee as required by the provisions of sections 209.319 to 209.339 and who furnishes satisfactory evidence to the committee that he has complied with the provisions of subsection 1 or 2 of this section.
4. The committee may issue a new license to replace any license which is lost, destroyed or mutilated upon payment of a fee as provided by the committee.

**209.326 Temporary license issued to persons licensed in other states, procedure, fee limitation.**

Any person who holds a valid unrevoked and unexpired license or certification as an interpreter issued by a state or organization other than this state and recognized by the committee and concurrently by the Missouri commission for the deaf and hard of hearing and, provided for by rule, may be granted a temporary license by the committee to practice interpreting in this state. The application for a temporary license must be accompanied by the appropriate fee as established by the committee and that fee is nonrefundable. If issued, the temporary license is valid for ninety days. A temporary license may not be issued to the same individual more than once per year. The committee may not issue more than one temporary license to an individual who has established residency in this state during the individual's residency.

**209.328 Ethical rules of conduct established by rules, duties of committee--other rules authorized.**

1. Notwithstanding any other provision of sections 209.319 to 209.339, the committee may adopt rules and regulations, not otherwise inconsistent with sections 209.319 to 209.339, to carry out the provisions of sections 209.319 to 209.339. No rule shall be adopted except in accordance with the procedures set forth in chapter 536, RSMo. The committee may promulgate, by rule, "Ethical Rules of Conduct" governing the practices of interpreters.

2. The committee may promulgate rules and regulations pertaining to, but not limited to:

- (1) The form and content of license applications required by the provisions of sections 209.319 to 209.339 and the procedures for filing an application for an initial license, renewal license or temporary license in this state;
- (2) Fees required by the provisions of sections 209.319 to 209.339;
- (3) The licenses and certifications recognized as qualifying credentials for an initial license, renewal license or temporary license;
- (4) Establishment and promulgation of procedures for investigating and resolving complaints and violations occurring under the provisions of sections 209.319 to 209.339;
- (5) Establishment of policy and procedure for reciprocity with other states, including states which do not have interpreter licensing laws or states whose licensing laws are not substantially the same as those of this state.

#### **209.331 Procedure to adopt rules.**

No rule or portion of a rule promulgated under the authority of sections 209.285 to 209.339 shall become effective unless it has been promulgated pursuant to the provisions of section 536.024, RSMo.

#### **209.332 State committee of interpreters fund established, purpose--transfer to general revenue, when--profession of interpreter not to be subject to taxation or licensing fees by municipalities.**

1. There is hereby established in the state treasury a fund to be known as the "State Committee of Interpreters Fund". All fees provided for in sections 209.319 to 209.339 shall be collected by the director of the division of professional registration and shall be transmitted to the department of revenue for deposit in the state treasury for credit to this fund. Such funds, upon appropriation, shall be disbursed only in payment of expenses of maintaining the committee and for the enforcement of the provisions of sections 209.319 to 209.339. Warrants shall be drawn on the state treasury for payment out of the fund.

2. The provisions of section 33.080, RSMo, to the contrary notwithstanding, money in this fund shall not be transferred and placed to the credit of general revenue until the amount in the fund at the end of the biennium exceeds two times the amount of the appropriation from the committee's fund for the preceding fiscal year or, if the board requires by rule license renewal less frequently than yearly, then three times the appropriation from the fund for the preceding fiscal year. The amount, if any, in the fund which shall lapse is that amount in the fund which exceeds the appropriate multiple of the appropriations from the fund for the preceding fiscal year.

3. No person who has been licensed by the committee as an interpreter in this state shall be taxed or made liable to pay any municipal or other corporation tax or license fee of any description whatever for the privilege of following or carrying on such profession.

#### **209.334 Refusal to issue or renew license, grounds, complaint procedure--reinstatement procedure.**

1. The committee may refuse to issue or renew any license required by the provisions of sections 209.319 to 209.339 for one or any combination of causes stated in subsection 2 of this section. The committee shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.

2. The committee may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, against any holder of any license required by sections 209.319 to 209.339 or any person who has failed to renew or has surrendered his license for any one or any combination of the following causes:

- (1) Use of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to engage in the occupation of interpreting;
- (2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of an interpreter, for any offense an essential element of which is fraud, dishonesty or an act of violence, whether or not sentence is imposed;



- (3) Use of fraud, deception, misrepresentation or bribery in securing any license issued pursuant to the provisions of sections 209.319 to 209.339 or in obtaining permission to take any examination given or required pursuant to the provisions of sections 209.319 to 209.339;
  - (4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
  - (5) Incompetency, misconduct, fraud, misrepresentation or dishonesty in the performance of the functions or duties of interpreting;
  - (6) Violation of, or assisting or enabling any person to violate, any provision of sections 209.319 to 209.339, or of any lawful rule or regulation adopted pursuant to sections 209.319 to 209.339;
  - (7) Impersonation of any person holding a license or allowing any person to use his or her license or certification;
  - (8) Discipline of a license or other right to practice interpreting granted by another state, territory, federal agency or country upon grounds for which discipline is authorized in this state;
  - (9) Discipline of a certification issued by the Missouri commission for the deaf and hard of hearing or any other certifying body upon grounds for which discipline is authorized in this state if the licensee was given notice and an opportunity to be heard before the certification was disciplined;
  - (10) A person is finally adjudged incapacitated by a court of competent jurisdiction;
  - (11) Assisting or enabling any person to practice or offer to practice interpreting who is not licensed and currently eligible to practice under the provisions of sections 209.319 to 209.339;
  - (12) Issuance of a license based upon a material mistake of fact;
  - (13) Violation of any professional trust or confidence;
  - (14) Failure to display or present a valid license if so required by sections 209.319 to 209.339 or any rule promulgated pursuant thereto.
3. Any person, organization, association or corporation who reports or provides information to the committee pursuant to the provisions of sections 209.319 to 209.339 and who does so in good faith shall not be subject to an action for civil damages as a result thereof.
4. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the committee may singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the committee deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license.
5. In any order of revocation, the committee may provide that the person may not apply for reinstatement of his license for three years after the revocation.
6. Before restoring to good standing a license issued pursuant to sections 209.319 to 209.339 which has been revoked, suspended or inactive for any cause, the committee shall require the applicant to submit to the committee, verification, from the Missouri commission for the deaf that the applicant has a current certification which qualifies that person for licensure.

**209.337 Violations, penalty--injunction granted when--venue.**

1. A violation of any provision of sections 209.319 to 209.339 is a class A misdemeanor.
2. All fees or other compensation received for services rendered in violation of sections 209.319 to 209.339 shall be refunded.
3. The committee may sue in its own name in any court in this state. The department shall inquire diligently as to any violation of sections 209.319 to 209.339, shall institute actions for penalties herein prescribed, and shall enforce generally the provisions of sections 209.319 to 209.339.
4. Upon application by the committee, the attorney general may on behalf of the committee request that a court of competent jurisdiction grant an injunction, restraining order or other order as may be appropriate to enjoin a person from:
  - (1) Offering to engage or engaging in the performance of any acts or practices for which a certificate of registration or authority, permit or license is required upon a showing that such acts or practices were performed, offered to be performed without a certificate of registration or authority, permit or license; or

- (2) Engaging in any practice or business authorized by a certificate of registration or authority, permit or license issued pursuant to sections 209.319 to 209.339 upon a showing that the holder presents a substantial probability of serious harm to the health, safety or welfare of any resident of this state or client of the licensee.
5. Any action brought pursuant to the provisions of this section shall be commenced either in the county in which such conduct occurred or in the county in which the defendant resides.
6. Any action brought pursuant to this section may be in addition to or in lieu of any penalty provided by sections 209.319 to 209.339 and may be brought concurrently with other actions to enforce sections 209.319 to 209.339.

**209.339 Conversation between a hearing person and a deaf person, interpreter is deemed a conduit, confidentiality, exceptions.**

1. A person who interprets a conversation between a person who can hear and a deaf person is deemed a conduit for the conversation and may not disclose or be compelled to disclose by subpoena, the contents of the conversation which he facilitated without the prior consent of the person who received his professional services, except as provided in subsections 2 to 4 of this section.
2. A court may order disclosure of the contents of a conversation to provide evidence in proceedings related to criminal charges. However, all communications, which are privileged by law, shall be protected as privileged communications in the same manner when an interpreter is used.
3. The prohibition on disclosure of the contents of a conversation does not apply in any investigation, hearing or other proceeding to determine whether, and to what extent, a licensee should be disciplined. In addition no such licensee may withhold records or testimony bearing upon whether, and to what extent, a licensee should be disciplined, on the ground of not being permitted to disclose the contents of a conversation.
4. A person, whether or not a licensed interpreter, is not prohibited from disclosing, and may not refuse to disclose, the contents of a conversation in any proceeding related to allegations that the person has practiced interpreting without a license.

**324.010 No delinquent taxes, condition for renewal of certain professional licenses.**

All governmental entities issuing professional licenses, certificates, registrations, or permits pursuant to sections 209.319 to 209.339, RSMo, sections 214.270 to 214.516, RSMo, sections 256.010 to 256.453, RSMo, section 375.014, RSMo, sections 436.005 to 436.071, RSMo, and chapter 317, RSMo, and chapters 324 to 346, RSMo, shall provide the director of revenue with the name and Social Security number of each applicant for licensure with or licensee of such entities within one month of the date the application is filed or at least one month prior to the anticipated renewal of a licensee's license. If such licensee is delinquent on any state taxes or has failed to file state income tax returns in the last three years, the director shall then send notice to each such entity and licensee. In the case of such delinquency or failure to file, the licensee's license shall be suspended within ninety days after notice of such delinquency or failure to file, unless the director of revenue verifies that such delinquency or failure has been remedied or arrangements have been made to achieve such remedy. The director of revenue shall, within ten business days of notification to the governmental entity issuing the professional license that the delinquency has been remedied or arrangements have been made to remedy such delinquency, send written notification to the licensee that the delinquency has been remedied. Tax liability paid in protest or reasonably founded disputes with such liability shall be considered paid for the purposes of this section.

**APPENDIX G**  
**STATE COMMITTEE OF INTERPRETERS: ADMINISTRATIVE RULES**  
**(CODE OF STATE REGULATIONS)**

**Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND**  
**PROFESSIONAL REGISTRATION**  
**Division 2232—Missouri State Committee of Interpreters**  
**Chapter 1—General Rules**

**20 CSR 2232-1.010 Committee Information—General Organization**

*PURPOSE: This rule describes the organization and general method of administration and communication concerning the Missouri State Committee of Interpreters.*

(1) The purpose of the State Committee of Interpreters (hereinafter committee) is to regulate the practice of interpreting concerning the health, safety and welfare of the inhabitants of this state; to protect the inhabitants of this state through the dangerous, dishonest, incompetent, or unlawful practice of interpreting and to implement and sustain a system for the regulation of licensees.

(2) The committee shall meet at least once a year and as frequently as the committee or Division of Professional Registration requires. Annually, the committee shall elect a chairperson and secretary by a majority of committee member votes and in the absence of the chairperson, the secretary shall preside. All notices of meetings shall be posted in compliance with Chapter 610, RSMo.

(3) The director of the Division of Professional Registration or a designated representative of the division shall be responsible for keeping the minutes of committee proceedings and performing other duties as requested by the division or committee.

(4) Committee meetings will generally consist of establishing requirements for issuance and renewal of licenses, reviewing applications, interviewing applicants, and investigating complaints and inquiries regarding the unauthorized practice of interpreting and determining disciplinary actions regarding licensed interpreters.

(5) Unless otherwise provided by the statutes or regulations, all meetings of the committee may be conducted according to *Robert's Rules of Order*.

**20 CSR 2232-1.020 Policy for Release of Public Records**

*PURPOSE: This rule establishes the policy in compliance with sections 610.010–610.030, RSMo, regarding the release of information on any meeting, record or vote of the committee.*

(1) The Missouri State Committee of Interpreters is a public governmental body as defined in Chapter 610, RSMo, and adopts the following as its policy for compliance with the provisions of that chapter. This policy is open to public inspection and implements Chapter 610, RSMo, provisions regarding the release of information of any meeting, record, or vote of the committee that is not closed under this chapter.

(2) All public records of the Missouri State Committee of Interpreters shall be open for inspection and copying by any member of the general public during normal business hours (8 a.m. to 5 p.m. Monday through Friday; holidays excepted) except for those records required or authorized to be closed under section 610.021 or 620.010.14(7), RSMo, or any other applicable law. All public meetings of the Missouri State Committee of Interpreters will be open to the public except for those required or authorized to be closed under section 610.021 or 620.010.14(7), RSMo, or any other applicable law.

(3) The director of the Division of Professional Registration or a designated representative of the division shall be the custodian of records as required by section 610.023, RSMo. The division is responsible for maintaining committee records and responding to requests for access to public records.

(4) The division or committee may charge a reasonable fee pursuant to rules promulgated by the committee for the cost for researching, inspecting and copying the records. Charges and payments of the fees shall be based upon the cost for researching and copying records and shall be according to subsections 4 CSR 232-1.040(1)(E) and (G).

(5) All fees collected shall be remitted to the Director of Revenue for deposit to the credit of the State Committee of Interpreters Fund.

(6) The custodian shall maintain a file of copies of all written requests for access to records and responses to the requests. That file shall be maintained as a public record of the committee for inspection by any member of the general public during regular business hours.

## **20 CSR 2232-1.030 Complaint Handling and Disposition**

*PURPOSE: This rule establishes a procedure for the receipt, handling and disposition of complaints involving interpreters.*

(1) The Division of Professional Registration, in coordination with the Missouri State Committee of Interpreters, will receive and process each complaint made against any licensed interpreter, unlicensed individual or entity, in which the complaint alleges certain acts or practices may constitute one (1) or more violations of provisions of sections 209.319–209.339, RSMo, or the administrative rules involving interpreters. Any division staff member or committee member may file a complaint pursuant to this rule in the same manner as any member of the public.

(2) Complaints may be mailed or delivered to the following address: Missouri State Committee of Interpreters, 3605 Missouri Boulevard, PO Box 1335, Jefferson City, MO 65102. However, actual receipt of the complaint by the committee at its administrative offices in any manner shall be sufficient. Complaints may be based upon personal knowledge, or upon information and belief, reciting information received from other sources.

(3) All complaints shall be made in writing or by audiotape or videotape and shall fully identify the complainant by name and address. At the discretion of the committee, communication in person, via telephone or TTY may be considered and processed as a complaint. However, the person making such communication will be asked to supplement the communication with a written or taped complaint. Individuals with special needs as addressed by the Americans with Disabilities Act may notify the committee office at (573) 526-7787 (Voice) for assistance. The TTY number for Relay Missouri is (800) 735-2966 and for Voice Relay Missouri the telephone number is (800) 735-2466.

(4) Each complaint received under this rule will be logged and maintained by the division. The log will contain a record of each complainant's name; the name and address of the subject(s) of the complaint; the date each complaint is received by the committee; a brief statement concerning the alleged acts or practices; a notation indicating the complaint was closed by the committee or a disciplinary action was filed with the Administrative Hearing Commission; and the ultimate disposition of the complaint. This log shall be a closed record of the committee.

(5) Each complaint received according to this rule shall be acknowledged in writing. The complainant and the subject of the complaint shall be notified in writing of the ultimate disposition of the complaint.

(6) This rule shall not be deemed to limit the authority to file a complaint with the Administrative Hearing Commission charging the licensee with any actionable conduct or violation, whether or not such a complaint exceeds the scope of the acts charged in a complaint filed with the committee.

(7) This rule exists for the benefit of those members of the public who submit complaints to the committee. This rule is not deemed to protect or inure to the benefit of those licensees or other persons against whom the committee has instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of sections 209.319–209.339, RSMo.

## **20 CSR 2232-1.040 Fees**

*PURPOSE: This rule establishes the fees for the licensure of interpreters.*

(1) The following fees are established and are payable in the form of a cashier's check, personal check, or money order:

(A) Application for Licensure Fee	\$ 75.00
(B) Annual License Renewal Fee	\$ 90.00
(C) Late Renewal Penalty Fee	\$ 60.00
(D) Temporary License Fee	\$ 25.00
(E) Insufficient Funds Check Fee	\$ 50.00
(F) Mentorship Application Fee	\$ 10.00

(2) All fees are nonrefundable.

### **Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND PROFESSIONAL REGISTRATION Division 2232—Missouri State Committee of Interpreters Chapter 2—Licensure Requirements**

## **20 CSR 2232-2.010 Application for Licensure**

*PURPOSE: This rule outlines the procedure to apply for licensure as an interpreter.*

(1) An application for licensure shall be submitted on the form provided by the committee and the form may be obtained by writing the division or committee at 3605 Missouri Boulevard, PO Box 1335, Jefferson City, MO 65102 or by calling (573) 526-7787. The TTY number for Relay Missouri is (800) 735-2966 and for Voice Relay Missouri the telephone number is (800) 735-2466.

(2) An application is not considered officially filed with the committee until it has been determined by the committee or division staff to be complete and the application is submitted on the form provided by the committee, typewritten or printed in black ink, signed, notarized, and accompanied by the application fee pursuant to 4 CSR 232-1.040(1)(A).

(3) Following review by the committee or division staff, the applicant shall be informed in writing of the decision regarding the application for licensure.

## **20 CSR 2232-2.020 Application for Temporary License**

*PURPOSE: This rule outlines the procedure for application for a temporary license.*

(1) Application for a temporary license shall be submitted on the form provided by the committee and may be obtained by writing the division or committee at 3605 Missouri Boulevard, PO Box 1335, Jefferson City, MO 65102 or by calling (573) 526-7787. The TTY number for Relay Missouri is (800) 735-2966 and for Voice Relay Missouri the telephone number is (800) 735-2466.

(2) An application for a temporary license is not considered officially filed with the committee until it has been determined by the committee or division staff to be complete and the application is submitted on the form provided by the committee, typewritten or printed in black ink, signed, notarized, and accompanied by the application fee for temporary licensure pursuant to 4 CSR 232-1.040(1)(D).

(3) Following review by the committee, the applicant shall be informed in writing of the decision regarding the application for a temporary license.

## **20 CSR 2232-2.030 Name and Address Change and License Renewal**

*PURPOSE: This rule outlines the requirements for changing a name or address and the process for renewing a license to practice as an interpreter.*

- (1) A licensed interpreter shall ensure the committee has the current legal name and address of the licensee.
- (2) A licensed interpreter whose name is legally changed shall notify the committee within thirty (30) days of the name change.
- (3) A licensed interpreter whose address has changed shall inform the committee of the address change within thirty (30) days of the effective date of the change.
- (4) A license shall be renewed prior to the expiration of the license. Failure to receive a license renewal notice shall not relieve the licensee of the obligation to renew the license to practice as an interpreter and pay the required fee prior to the expiration date of the license. Renewals shall be postmarked no later than the expiration date of the license to avoid the late penalty fee as defined in 4 CSR 232-1.040(1)(C).

## **20 CSR 2232-2.040 Certifications Recognized by the Board**

*PURPOSE: This rule allows applicants with certain national certifications to become licensed in Missouri.*

- (1) In addition to the certificates specified in section 209.322, RSMo, the following licenses and certifications are recognized as qualifying credentials for an initial license, renewal license or temporary license:

(A) Certification issued by the National Association of the Deaf (NAD) and the Registry of Interpreters for the Deaf, Inc. (RID), doing business as NAD-RID National Interpreter Certification, c/o RID, Inc., 333 Commerce Street, Alexandria, VA 22314, as follows:

1. National Interpreter Certification (NIC);
2. NIC Advanced; and
3. NIC Master.

### **Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND PROFESSIONAL REGISTRATION Division 2232—Missouri State Committee of Interpreters Chapter 3—Ethical Rules of Conduct**

## **20 CSR 2232-3.010 General Principles**

*PURPOSE: This rule provides the ethical principles governing the practice of interpreting.*

- (1) The Ethical Rules of Conduct for Interpreters (hereinafter ethical rules) shall apply to a licensed interpreter, temporary licensed interpreter, applicant for licensure and applicant for temporary licensure (hereinafter referred to as interpreter or interpreters). A violation of these ethical rules constitutes unprofessional conduct and is sufficient reason for disciplinary action.

(2) An interpreter must maintain a current certification. For the purposes of this rule, certification is defined as National Registry of Interpreters for the Deaf (NRID) certificates, which include Comprehensive Skills Certificate (CSC), Certificates of Interpreting/Certificate of Transliteration (CI/CT) and Certified Deaf Interpreter (CDI); National Association of the Deaf (NAD) certificate levels 3, 4, and 5; and Missouri Interpreter Certification System.

- (3) An interpreter shall not interpret in a setting beyond his or her certification level, as provided for in 5 CSR 100-200.170.

(A) This rule does not apply to a licensed, certified interpreter acting in a mentee role as outlined in 4 CSR 232-3.030.

(4) A person is not considered to be interpreting pursuant to 209.319 to 209.339, RSMo if, in a casual setting, a person is acting as an interpreter gratuitously or is engaged in interpreting incidental to traveling.

(A) A casual setting is defined as any event in which the sole purpose of communication is social or family intersection and at which no decision are made with long-term effects of a legal, financial, or medical nature.

(5) For the purpose of these rules, a consumer shall be defined as any person, persons, or entity receiving interpreting services.

(6) An interpreter shall not accept or continue an assignment if the interpreter does not possess the ability, education, training, experience, and qualifications as defined in 4 CSR 232-3.010(2).

(7) An interpreter shall convey the content and affect of the source message transmitted, in a culturally and linguistically accurate manner, using the language or communication system most readily understood by the consumer.

(A) For the purpose of these rules, message shall mean the auditory or visual information that is to be interpreted into another language or communication system.

(8) An interpreter shall not extend or lengthen an assignment for the sole purpose of financial gain.

(9) An interpreter shall not misrepresent her/his licensure, ability, education, training, educational credentials, or certification as defined in 4 CSR 232-3.010(2).

(10) The interpreter shall not interject personal opinion during an assignment or on matters pertaining to the assignment.

(11) The interpreter shall safeguard any information obtained relating to an assignment. If an interpreting assignment is an event open to the public, the interpreter may disclose information regarding the location of the assignment and general nature of the event.

(12) When an assignment is not an event open to the public, an interpreter shall not disclose information relating to the assignment to include location, nature of the assignment, or individuals present during the assignment without the written consent of the consumer.

(A) For the purpose of this rule, an interpreter may disclose the general location of an assignment for the purpose of contacting the interpreter, in the event of an emergency. However, the interpreter shall remain responsible for any unauthorized disclosure of information relating to an interpreting assignment.

(B) An interpreter may reveal such information as reasonably necessary to establish a claim or defense in a legal proceeding.

(13) The interpreter shall not accept or continue an assignment when the objectivity or competency of the interpreter is or can reasonably be expected to be impaired because of an emotional, mental, psychological, or substance abuse disorder.

(14) The interpreter shall not accept or continue an assignment if the interpreter's inability to remain neutral affects the interpretation.

(15) The interpreter shall not accept or continue an interpreting assignment when the objectivity or competency of the interpreter is impaired because of the interpreter's familial, sexual, and/or emotional relationship with the consumer or consumer's family.

(16) If the interpreter discovers a need to withdraw from an assignment, the interpreter shall advise the consumer.

(17) An interpreter shall not delegate an assignment to a person who is not qualified or does not possess the appropriate certification, as defined in rule 4 CSR 232-3.010(2), for the service to be provided.

(18) An interpreter shall not engage in an exploitive relationship with a consumer. For the purposes of these ethical rules of conduct, an exploitive relationship is any relationship between the interpreter and consumer that may take advantage of, or cause harm to, the consumer.

(19) An interpreter shall maintain an appearance that does not interfere with the message as defined in 4 CSR 232-3.010(7)(A).

(20) Within the limits of the law, and after receiving written consumer consent, an interpreter must respond in writing, within thirty (30) days from the date of a written request or inquiry from the committee, mailed to the interpreter's address currently registered with the committee.

(21) An interpreter shall not practice interpreting as defined in section 209.285(20), RSMo upon the lapse, expiration, suspension, or revocation of a certification.

## **20 CSR 2232-3.020 Consumer Welfare**

*PURPOSE: This rule provides the ethical principles governing the practice of interpreting and the consumer.*

(1) Before beginning an interpreting assignment, an interpreter shall provide to the consumer and purchaser of the interpreter's services the following elements of informed consent:

- (A) License and level of certification;
- (B) Relationship to the consumer;
- (C) If videotaping is utilized, how the tapes will be used; and
- (D) If the interpreter is serving as a mentor for another interpreter, how confidentiality is maintained relating to the assignment.

(2) Upon request from a consumer, the interpreter shall provide the following:

- (A) Services the interpreter will provide;
- (B) Financial arrangements; and
- (C) Limits to confidentiality regarding an individual, couple, family, or group.

(3) When interpreting multiple assignments for the same consumer(s) or platform interpreting, an interpreter shall not be required to provide the information outlined in 4 CSR 232-3.020(1) before beginning the assignment.

(4) Within the limits of the law, an interpreter shall report to the committee all knowledge pertaining to known or suspected violations of the laws and regulations governing the practice of interpreting as defined in section 209.285.1(20), RSMo, and any other applicable laws or rules.

## **20 CSR 2232-3.030 Mentorship**

*PURPOSE: This rule outlines how an interpreter may participate in an area above the skill level currently held by the mentee as prescribed in 5 CSR 100-200.170 Skill Level Standards on the basis of a mentor relationship.*

(1) For the purpose of this rule, a mentorship is a supervised professional experience in which a mentor interpreter provides instruction, guidance, and oversight to a mentee interpreter while engaged in a series of instructional activities designed with the purpose of attaining clearly defined, specific professional development goals.



(A) Applications for mentorship shall be submitted to the committee/division on forms prescribed by the committee/division and furnished to the applicant, sixty (60) days prior to the start of the mentorship. The application shall contain statements demonstrating the education, professional experience, and certification by either the National Registry of Interpreters for the Deaf, National Association of the Deaf, or Missouri Interpreters Certification System and such other information as the committee may require. The application shall also contain a description of the professional development goals for the mentorship, the instructional activities that will be used to accomplish those goals, and the methods of assessment that will be used to evaluate those goals.

(B) Each application shall be accompanied by the required application fee. The application fee must be submitted in a manner as required by the committee and shall not be refundable. A mentorship shall be valid for a period of time not to exceed six (6) consecutive months.

(2) A mentor interpreter shall be an interpreter who has a current license, and a current Missouri Interpreters Certification System (MICS) Intermediate, Advanced or Comprehensive certification or a current National Registry of Interpreters for the Deaf (NRID) or National Association of the Deaf (NAD) certification as prescribed in section 209.322, RSMo.

(A) The mentor shall be limited to a maximum of three (3) mentoring relationships during any six (6) consecutive month period.

(3) A mentee shall be an interpreter who has a current license, and a current Missouri Interpreters Certification System (MICS) Novice, Apprentice or Intermediate certification or a current National Association of the Deaf (NAD) level 3 certification as prescribed in section 209.322, RSMo.

(A) The mentee shall be limited to a maximum of three (3) mentoring relationships during any six (6) consecutive month period.

(4) While engaged in a mentorship approved by the committee and while under the direct supervision of a mentor interpreter, a mentee interpreter may interpret in an interpreting assignment that is one (1) skill level above the mentee's current certification level as prescribed in the Skill Level Standards, 5 CSR 100-200.170.

(A) The mentee shall revert the duties of the assignment to the mentor at the mentor's request.

(B) A mentor shall function as a guide and provide oversight to the mentee in the interpreting assignment. The mentor must have the appropriate training, skills, education, and certification for the assignment as required by the Skill Level Standards (5 CSR 100-200.170).

(C) The mentor must be present and is responsible for the accuracy of the interpretation within the interpreting assignment.

(D) Prior to the interpreting assignment, all participants in the assignment must be informed of the license and certification level held by the mentor interpreter and mentee interpreter as required in 4 CSR 232-3.020 and of the responsibilities of the mentor interpreter and mentee interpreter as defined in 4 CSR 232-3.030(4).

(E) Prior to the interpreting assignment, all participants in the assignment must give approval for the mentee interpreter to interpret, while under the direct supervision of the mentor interpreter.

(F) The mentor is not responsible for the actions and conduct of the mentee outside of the interpreting assignment.

(G) The interpreting assignment shall be no more than two (2) hours in length.

(H) Interpreting assignments utilized for mentorship will not include medical, mental health or legal assignments, which require Advanced or Comprehensive certification as prescribed by the Skill Level Standards, 5 CSR 100-200.170.